CANDIDATE BRIEF

Access & Acquisitions Assistant Manager: Metadata Projects, Library

Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: CSLIB1217

Fixed term until December 2021

We will consider flexible working arrangements

Access & Acquisitions Assistant Manager: Metadata Projects, Library

Are you confident working with metadata? Do you have strong interpersonal skills? Are you a team leader as well as a team player, able to make a positive contribution to metadata management in this large HE library?

The Access & Acquisitions Team acquires information resources for the Library – hard copy books and journals, and e-resources such as e-books, e-journals and large online packages. Metadata forms an integral part of this process, describing and providing access to a broad portfolio of resources in physical and online formats. This role focuses on the management of the processes around resource description, metadata and the discoverability of resources.

You'll have responsibility for managing work across a diverse range of areas, ensuring content is accurately represented for discovery and delivering project outcomes to deadlines.   You'll work closely with other sections in Access & Acquisitions and other teams across the Library. You'll respond to enquiries and liaise with suppliers and providers to solve problems and develop solutions.   You'll manage Metadata Specialists and their work on project tasks, plan strategically and coordinate workloads with the Access & Acquisitions Assistant Manager: Metadata Operations.

What does the role entail?

As an Access & Acquisitions Assistant Manager your main duties will include:
- Leading and managing projects relating to metadata across the Library ensuring that appropriate schemas and standards are used;
- Working closely with other teams in the Library, and with external suppliers;
- Commitment to developing professional networks and knowledge, liaising and working closely with colleagues in other institutions;
- Managing Metadata Specialists and their workload in conjunction with the Access & Acquisitions Assistant Manager: Metadata Operations;
- Developing solutions, processes and practices designed to enhance discovery both in our systems and external discovery platforms;
- Actively contributing to the wider team's planning and management, and to other Library activities and projects;

- Ensuring management information is recorded; maintaining and interrogating statistical information to inform decision making;
- Identifying and taking opportunities to raise awareness of the importance of metadata and providing updates on the progress of projects.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Access & Acquisitions Assistant Manager you will have:
- The knowledge and experience to carry out the role, either by qualification and/or experience;
- Working knowledge of MARC21, RDA and AACR2 and previous experience with web scale discovery tools;
- A good understanding of project management techniques and experience of managing projects;
- Excellent communication skills, able to adapt language and style for a wide range of people, situations and media, including delivering training;
- Excellent IT skills: comprehensive knowledge of MS Office, especially Excel, comfortable with learning new systems;
- An understanding of and commitment to excellent customer service;
- The ability to make a positive contribution to the team and work collaboratively with others to solve problems, being proactive and using your initiative;
- Ability to use feedback and statistical data to inform progression and development of future work;
- Workload management skills, with a positive and flexible approach to changing priorities, maintaining service and performance standards whilst meeting deadlines;
- The ability to motivate, lead and develop staff of a mixed range of skills and experience, with an understanding of and commitment to best practice in staff management.

You may also have:
- Experience of rare book and special collections material cataloguing;
- Experience of working with e-resources and/or repository metadata;

- Knowledge of metadata management and manipulation tools such as MarcEdit and OpenRefine;
- Experience of working in a Higher Education library.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Elly Cope, Access & Acquisitions Manager
Tel: +44(0)113 343 5504
Email: E.C.Cope@leeds.ac.uk

Further information about the Library http://library.leeds.ac.uk/

Additional information

Working at Leeds
You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our Working at Leeds section.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our Accessibility section or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.