CANDIDATE BRIEF

Metadata Specialist, Leeds University Library

Salary: Grade 5 (£23, 067 - £26,715 p.a.)

Reference: CSLIB1231

This is a fixed-term post until 26 January 2022 to accomplish a particular task or project for a limited period.

We will consider job share and flexible working arrangements

Metadata Specialist
Metadata Team, Library

Do you have excellent accuracy and attention to detail? Are you confident working with resources in a range of formats? Are you an innovative team player, able to make a positive contribution to metadata management in this large HE library?

The Metadata Team catalogues a wide range of material for the Library including print monographs, e-resources, continuing resources, research outputs and Special Collections material. The team are involved in projects relating to internal and external initiatives ranging from cooperative cataloguing to developments in library linked data. This role offers the opportunity for involvement in all aspects of the team's work, with day to day responsibility for the cataloguing and classification of material, checking metadata quality, updating and correcting entries, ensuring accuracy across a range of databases, and responding to enquiries.

You'll have experience of MARC21, RDA and AACR2, and an understanding of classification principles. You'll need strong interpersonal skills to be able to work effectively with the wider team, other Library colleagues and external bodies. You'll have a forward thinking approach and be open to new experiences and challenges in metadata management.

What does the role entail?

As Metadata Specialist, your main duties will include:
- cataloguing and classifying new materials (print and electronic); identifying, importing, and enhancing MARC records from external databases where appropriate;

- developing new approaches to metadata management, incorporating new systems and data sources;

- creating or updating metadata records for digital objects within the Library's digital repositories;

- ensuring database integrity by identifying and correcting errors and inconsistencies in the catalogue as well as undertaking authority control work;

- retrospective conversion of existing stock;

- answering queries about the catalogue and the repositories;

- training new or less-experienced members of staff;

- contributing to the team's operational plan, wider Library processes and activities, and contributing to continuous service improvement and development;

- maintaining and developing professional awareness of developments and changes in metadata management and associated systems and software.

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 a Metadata Specialist you will have:
- the knowledge and expertise to carry out the role, through formal qualification and/or relevant experience;

- good knowledge of MARC21, RDA and AACR2, an understanding of the principles of classification, and their roles in resource description and discovery;

- confidence in using IT: strong proficiency in MS Office and Library management systems and awareness of software such as MarcEdit and OpenRefine and their uses in metadata management;

- an agile and adaptable approach to developing processes and using systems and software to respond to changes and developments in the metadata environment;

- a positive and flexible approach to changing demands, priorities and new projects and an ability to use your initiative to solve problems.

- excellent communication skills, able to convey information clearly and concisely, adapting language and style depending on the audience;

- excellent organisational skills, able to work independently, managing your workload whilst meeting service and performance standards including speed and accuracy;

- an understanding of and commitment to excellent customer service and an awareness of the key stakeholders for the Metadata Team and the wider Library;

- the ability to make a positive contribution to the team and work collaboratively with others;

You may also have:
- working knowledge of one or more foreign languages;
- experience of rare book cataloguing;
- experience of working with electronic resources;
- experience of supervising staff.

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.

Hours of work

This is a full time post, but we will consider applications from people wanting to work either full or part-time.

Contact information

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

Sheila Gallagher, Access & Acquisitions Assistant Manager: Metadata Operations
Tel: +44 (0)113 343 1530
Email: s.m.gallagher@leeds.ac.uk

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

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page 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.

You can find out more about required checks and declarations in our Criminal Records information page.