

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

UNIVERSITY OF MANCHESTER LIBRARY

LIBRARY - CONTENT, COLLECTIONS AND DISCOVERY

METADATA CURATION ASSISTANT

Vacancy ref: **PS-13281**

Salary:	Grade 3 £20,836 to £22,659 per annum
Hours:	35 hours per week
Duration:	Fixed term post available as soon as possible until 31 December 2020
Location:	Joule Library, Sackville Street Building

Enquiries about the vacancy, shortlisting and interviews:

Contact: Helen Scott

Email: helen.scott-4@manchester.ac.uk

Overall purpose of the Job:

To work under the direction of the Metadata Services Team Leader in the delivery of discovery and metadata services to ensure all resources are discoverable by Library customers

- To provide an efficient, effective customer-focused service, by contributing to the provision of cataloguing, research data curation, thesis and e resource discovery and access administration
- To proactively participate as a member of the Content, Collections and Discovery division in the planning and delivery of operational priorities, including involvement in projects and team meetings

Key responsibilities, accountabilities or duties:

- To input metadata in an effective and efficient way onto Library management and other relevant repository systems while maintaining a strong focus on the needs of the customer. To maintain an up to date knowledge of these systems
- To search external databases and carry out simple copy cataloguing by adding copy records and editing items and holdings data on the Library management system
- To ensure that the processes for acquiring and managing content and collections are as frictionless and efficient as possible and to check that metadata required for their discovery is as accurate as possible

- To ensure timely access to and discovery of all newly acquired resources working quickly and efficiently within agreed time frames to ensure compliance with SLAs and quality control measures
- To provide peer to peer support for colleagues in the team by sharing skills and knowledge and to assist with training and monitoring the work of other staff

To participate and assist in the delivery of operational and team projects and to carry out tasks supporting the work of Content, Collections and Discovery as directed by the Discovery Manager

- To engage in professional development and networking relating to Discovery and Metadata
- To answer and resolve customer enquiries in a timely and professional manner
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To share in the Library's culture and values and ensure the working environment reflects the Library's Ways of Working
- Other duties as may be appropriate to the grade and a role of this nature

PERSON SPECIFICATION

Essential skills, knowledge and experience:

- Educated to A-level standard, (or equivalent qualification) or appropriate relevant and equivalent experience
- Possess excellent data curation skills
- Knowledgeable on issues relating to the acquisition and management of content and collections in an academic library
- Demonstrable positive and proactive approach to customer service
- Experience of customer-focussed operations with a service-oriented approach
- Attention to detail and accuracy while maintaining a good output of work

- Knowledgeable and confident in using digital applications, including management information systems and office software
- Excellent verbal communication skills
- Excellent written and presentation communication skills
- Able to work under pressure and to prioritise in the moment
- Able to work as part of a team and to use own initiative
- Ability to interpret and provide guidance on policies and procedures in a clear and positive manner
- Flexibility in approach to duties and work schedules as required
- Ability to handle and move books using appropriate aids and safe practice

Desirable Knowledge, skills and experience:

- Experience of acquiring and managing content and collections in an academic library
- Knowledge of languages other than English
- A demonstrable awareness of the University and Library strategy together with an aspiration to be involved