

The University of Manchester

Job Description

Job title:	Acquisitions Co-ordinator (Book Purchasing)
Reports to:	Acquisitions Team Leader
Organisation unit:	University of Manchester Library: Collection Strategies
Date:	January 2021
HERA:	MAPPS-UML-CS-ACQ-B (309, Grade 4)

Overall purpose of the job:

- To support the Acquisitions Team Leader in the delivery of services relating to the provision of non-reading list material to academics, researchers, and students, by means of purchase
- To supervise the staff of the Team and ensure that the book purchasing service runs efficiently and effectively with a strong customer focus

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To supervise the work of the Book Purchasing Team in line with priorities identified by the Acquisitions Team Leader
- To co-ordinate processes and workflows relating to book purchasing
- To assist in the analysis of complex data
- To liaise with the Library Administration Team and other library colleagues on issues relating to book purchasing
- To assist with the delivery of training
- To liaise with the Library's book suppliers and deal with enquiries from academics and students on issues related to book purchasing in an efficient and pro-active manner
- To maintain an active awareness of developments within the field
- To assist the Acquisitions Team Leader with identifying and taking responsibility for resolving non-standard problems with supplies
- To oversee the cancellation and transfer of orders between suppliers and the following-up of outstanding orders for book material in all formats
- To oversee and monitor the purchasing of resources made using the Library's credit card
- To proactively participate on library/ consortium, working groups, task forces, and special projects as deemed necessary or assigned
- To take an active approach to continuing professional development

- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- 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 ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- A degree, a professional qualification in librarianship or sufficient relevant experience
- Experience of the workflows, processes and systems relating to purchasing in all formats in an academic library
- Successful experience of staff supervision
- Excellent interpersonal skills
- Excellent communication skills, both written and verbal, including face-to-face presentations
- Excellent time-management skills and the proven ability to prioritise work and meet deadlines
- Proven ability to use own initiative and judgement to resolve day-to-day problems independently, or through a support team, as appropriate
- A demonstrable awareness of the University and Library strategy together with an aspiration to be involved
- Awareness of the current and emerging issues surrounding content acquisition in university libraries
- Proven ability to analyse data
- Proven IT skills and digital literacy including competence across office software applications and relevant functional software including the use of library management systems

Desirable skills, knowledge and experience:

- Knowledge of languages, other than English, relevant to the Library's acquisitions
- Project management experience