

The University of Manchester

Job Description

Job title:	Acquisitions Team Leader
Reports to:	Acquisitions Manager
Organisation unit:	University of Manchester Library: Collection Strategies
Date:	January 2021
HERA:	MAPPS-UML-CS-ACQ-D (376, Grade 5)

Overall purpose of the job:

- To support the Acquisitions Manager in the delivery of services relating to the provision of non-reading list material to academics, researchers and students, by means of purchase and inter-library loan
- To manage the staff assigned to this role and ensure that the 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 manage and develop the Acquisitions teams in line with priorities identified by the Acquisitions Manager
- To liaise with other Collection Strategies Team Leaders to ensure that resources are allocated efficiently across the Directorate
- To establish and coordinate processes and workflows relating to acquisitions (book purchasing and inter-library loans)
- To contribute to the development of the service and associated systems
- To maintain an active awareness and participate in wider developments in the field
- To participate on library/ consortium, working groups, task forces, and special projects as deemed necessary or assigned
- To keep policies, procedures and staffing under active review and recommend improvements and changes as necessary and implement those agreed
- To assist with training and development and actively participating in the delivery of training
- To liaise with the Subscriptions Manager in collecting management information and statistics and to assist in the monitoring of supplier and departmental performance, including the meeting of agreed performance targets

- To liaise with the Library's suppliers, and deal with enquiries from the University's academics and students in an efficient and proactive manner
- To liaise with the Library Finance Team and other library colleagues on issues related to content acquisition
- 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 significant relevant experience
- Significant experience of the workflows, processes and systems relating to purchasing and inter-library loans, in all formats, within an academic library
- Successful experience of staff management and motivation
- Excellent interpersonal skills
- Excellent time-management skills and the proven ability to meet deadlines
- Proven ability to use own initiative and judgement to resolve day-to-day problems independently, or through a support team, where appropriate
- Excellent written and oral communication skills, including face-to-face presentations
- Experience of liaison with suppliers
- Project management experience
- Proven ability to analyse data
- Ability to manage change successfully
- A demonstrable awareness of the University and Library strategy together with an aspiration to be involved
- Awareness of the current and emerging issues in the areas of book purchasing and inter-library loans
- 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:

- Experience of tendering procedures
- Proven negotiation skills
- Knowledge of languages, other than English, relevant to the Library's acquisitions