

The University of Manchester

Job Description

Job Title:	Acquisitions Manager
Reports to:	Associate Director, Collection Strategies
Office:	University of Manchester Library: Collection Strategies
Date:	January 2021
HERA:	MAPPS-UML-CS-ACQ-A (532, Grade 7)

Overall purpose of the job:

- To give strategic direction and a coordinated focus to a range of acquisitions related issues, including purchasing, interlibrary loans, procurement and contract management
- To manage the staff associated with acquiring books, articles and related material through purchasing, and interlibrary loan
- To make an active contribution to the development of policies and procedures for all areas of the Collection Strategies Directorate

Key responsibilities:

- To ensure that the Library acquires, either by purchase or loan, the academic content required to support the teaching and research needs of the University within the allocated budgets
- To manage the processes associated with the purchase or loan of material for the Library
- To select the best suppliers for the Library, to participate in tendering procedures and to evaluate supplier performance
- To ensure that financial controls are of the highest standards and to manage any Library budgets associated with this role
- To be a member of the Collection Strategies Directorate Management Team and contribute to the strategic and operational management of directorate
- To contribute proactively to the development and implementation of Library-wide operational planning and initiatives in support of University strategy and Library priorities
- To develop effective and efficient customer-centred processes, tools + materials and to ensure continuous quality assurance + assessment
- To provide team leadership and to develop staff through training and development, empowerment and performance management
- To contribute to Library and University wide projects, skills provision and service development through effective communication, negotiation and partnership working
- To manage and develop the team's services collaboratively with Library and University colleagues
- To build and broker relationships with academic and PS colleagues
- To understand and meet the needs of Library colleagues, Faculties and Library customers and contribute to a high standard of service performance
- To ensure compliance with relevant University and external policies and standards
- To maximise awareness, understanding and support through communication, advocacy and training

- To work at a national level where appropriate, in partnership with relevant organisations,
- To promote and represent the Library at appropriate internal and external committees, meetings and events
- To understand the relevant needs of Library customers
- To represent the Library at appropriate internal and external events,
- To identify opportunities to innovate, bid for funding and join or lead projects through a well-established network of relationships across the institution
- To maintain an active awareness of relevant national and international developments
- To liaise with relevant suppliers to ensure that optimum provision is provided
- To manage all areas of project management/operational planning process, including governance and risk
- To contribute to library wide initiatives to further our strategic ambitions by actively participating in the operational planning process, including its implementation and monitoring
- 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:

- Educated to degree level, or equivalent
- Full professional qualification in librarianship or another appropriate qualification, and/or relevant experience at a comparable level
- Academic or professional experience in a relevant environment including a high level of expertise in key service areas
- A High level understanding of the issues involved in content delivery
- A high level of understanding of the financial and technical requirements of a role of this type.
- Staff leadership and management experience
- Excellent interpersonal skills, including ability to build relationships, influence and negotiate
- Excellent written and oral communication skills and ability to present and reach a variety of audiences
- Excellent digital literacy
- Experience of service planning and management, including policy and process development and a proven ability manage change
- Understanding of the information resources needs of the Library and of academic customers in a research-intensive university
- Ability to anticipate challenges and to respond to them creatively and innovatively
- Experience of the exploitation of technology for information management and delivery in an academic context
- Hold, or be prepared to apply for, Criminal Records Bureau clearance (for work with young people under 18 and vulnerable adults)