The University of Manchester

Job Description

Job title: Collection Development Data Co-ordinator

Reports to: Collections Manager

Organisation unit: University of Manchester Library: Collection Strategies

Date: January 2021

HERA: MAPPS-UML-CS-CD&M-E (297, Grade 4)

Overall purpose of the job:

- To assist the Collections Manager in developing and implementing non-traditional methods of collection development. To use data for analysis and decision-making and develop profiling methodologies
- To assist the Stock Manager by acquiring, processing and presenting data to support a range of stock-related activities
- The post holder will report to the Collection Manager but will also liaise closely with the Stock Manager, other Library teams and with the University's Planning Support Office.

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 gather and 'wrangle' data from a variety of sources (both internal and external to the Library's own systems)
- To process and combine data, presenting it in visual ways where appropriate, in order to support decision-making and forward planning across the team's activities
- To assist in the analysis of complex data
- To design and create profiles of academic departments and link these to collection development systems
- To refine existing prototype collection profiles and create further profiles
- To undertake appropriate training
- 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 or equivalent professional experience
- Excellent IT skills generally, and particularly excellent knowledge of Excel for data processing and analysis tasks (e.g. pivot tables, graphs and charts)
- Good understanding of Dewey Decimal Classification and publisher subject taxonomies
- An inquisitive and analytical approach to data
- Proven ability to query, analyse and summarise complex data from a variety of sources
- Experience of EITHER working or RESEARCHING at a research-intensive university or library
- Self-motivated and able to work on own initiative
- The ability to write concise and accurate reports
- Good communication skills, both digital and interpersonal
- The ability to concentrate on tasks and to pay attention to detail, while making good progress with the work in hand

Desirable skills, knowledge and experience:

- Good understanding of relational databases
- Experience of data visualization techniques
- Understanding and experience of the issues surrounding Collection Development in a research-intensive university library