

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Digital Metadata Specialist
<b>Reports to:</b>	Metadata Manager for Digital and Special Collections
<b>Organisation unit:</b>	University of Manchester Library: Collections Strategies
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPS-UML-CS-M&D-G (371, Grade 5)

#### **Overall purpose of the job:**

- To support the Metadata & Discovery Manager in the delivery of services relating to the provision of description and access for digital collections
- To manage the staff assigned to the 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 work under the direction of the Metadata Manager for Digital and Special Collections in the area of metadata relating to digital collections ensuring all content is available and discoverable
- To manage and develop the Digital Metadata Team in line with priorities identified by the Metadata Manager for Digital and Special Collections
- To establish and coordinate processes and workflows relating to metadata for non-standard formats including research data, images, and digital collections which facilitate the importing of descriptive metadata for newly acquired and existing collections
- To ensure the timely access to and discovery of digital and research outputs, to ensure compliance with SLAs and quality control measures
- To carry out metadata creation and curation tasks within the University CRIS system as well as the Libraries digital repositories and digital image viewer
- To create and update metadata records for digital objects within the Library's digital repositories ensuring database integrity by identifying and correcting errors and inconsistencies.
- To contribute to the development of metadata policies for digital collections appropriate for the library's current and future systems, and collaborate on the

development of long-term solutions for improved metadata management and interoperability

- To undertake authority control work, applying standard headings for subject analysis and name disambiguation
- To maintain an active awareness and participate in wider developments in the field of metadata and discovery and to participate on Library, consortium, working groups, task forces as deemed necessary or assigned.
- To answer and resolve customer enquiries as required
- 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
- Substantial experience of metadata management for research data and digital objects relating to Special Collections
- Knowledge of the specialist requirements related to digital objects and images including relevant metadata standards preferably in an academic library
- Knowledge and/or experience of xml encoded (TEI) and Dublin Core metadata.
- Excellent interpersonal skills
- Excellent digital literacy competence and expertise with relevant functional software and Library Management Systems
- Ability to meet deadlines and excellent time-management skills Knowledge and/or experience of using a CRIS for Research Data management
- 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 and ability to present to a variety of audiences
- Project management experience
- Ability to manage change successfully

Desirable skills, knowledge and experience:

- Knowledge of Linked Data and the application of persistent identifiers
- Knowledge of Marc RDA and EAD Metadata standard
- A knowledge of languages, other than English, relevant to the Library's collections
- Practical experience of using the Ex Libris Alma library management system