

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	eTextbook Programme Coordinator
<b>Reports to:</b>	eTextbook Programme Manager
<b>Organisation unit:</b>	University of Manchester Library: Collection Strategies
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPs-UML-CS-TCS-D (328, Grade 5)

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

- To support the eTextbook Programme Manager in the acquisition and delivery of core eTextbooks and reading list resources to academics and students
- To coordinate the delivery of the Library's eTextbook programme, including continual review of purchasing and delivery models to ensure provision of an innovative, quality, customer-focused and cost-effective service

#### **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 provide administrative support for the activities and services relating to eTextbooks and reading lists
- To support the eTextbook Programme Manager in annual negotiations with publishers
- To carry out licence and cost analysis, and manage invoicing using the Library Management System
- To effectively manage all programme bibliographic and pricing data
- To contribute to the development of the service and associated systems in line with the strategic priorities of the institution
- To participate on library, consortium, working groups, task forces, and special projects as deemed necessary or assigned
- To assist with training development and actively participating in the delivery of training
- To keep policies, procedures and staffing under active review and recommend improvements and changes as necessary and implement those agreed
- To liaise with the Collection Strategies 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 platform providers, and deal with enquiries from the University's academics and students in an efficient and proactive manner
- To liaise with colleagues on issues relating to finance and content acquisition
- To liaise with Engagement colleagues to promote the programme across the institution

- To liaise with the Library's data analysts to monitor and review usage figures and maintain a dialogue with academic staff around student engagement and uptake
- To develop and manage practices and procedures that ensure that confidentiality is maintained in line with data protection requirements and University Policy
- 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.
- Awareness and understanding of the issues involved in the acquisition and delivery of core content to support teaching and learning in Higher Education
- Awareness and understanding of the teaching & learning support needs of academic staff and students at a higher education level
- Experience of the workflows, processes and systems relating to the provision of eTextbooks and reading list content, in all formats, within an academic setting
- Proven influencing and negotiations skills
- Experience of liaison with suppliers
- Proven ability to analyse data
- Excellent interpersonal skills
- Excellent time-management skills and the 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
- Project management experience
- 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 eTextbook and reading list content provision
- 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:

- Significant experience of delivering eTextbooks to support teaching and learning

- Experience of interpreting pricing models and financial data
- Awareness of the issues surrounding content provision for online learning
- Experience of staff management and motivation
- Experience of recruitment and selection in an academic support environment