

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	eTextbook Programme Manager
<b>Reports to:</b>	Head of Teaching Collections
<b>Organisation unit:</b>	University of Manchester Library: Collection Strategies
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPS-UML-CS-TCS-A (425, Grade 6)

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

- To take a leading role in 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
- To head up supplier and publisher negotiations and provide financial and licence analysis to ensure the University receives the best value for money
- To manage the eTextbook Programme Coordinator and other staff assigned to the role

#### **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 support the Head of Teaching Collections in the development, planning and implementation of the negotiation strategy for the provision of electronic textbooks
- To take lead responsibility for negotiations in the provision of eTextbooks on the 1-2-1 delivery model, specifically exploiting the Library's existing pioneering agreements
- To work with the Head of Teaching Collections on the preparation and review of financial reports and business plans, including costs and feasibility for funding proposals
- To manage the eTextbook Programme Coordinator, including recruitment, performance management and staff development
- To contribute to the development of a negotiation strategy for University of Manchester Library including the provision of training and support
- To assist the Collection Strategies Directorate Management team in planning and implementing changes to service delivery or approach in line with Library strategy and the changing academic environment
- To work with colleagues, stakeholders and customers to ensure that services respond to customer needs
- To represent the University Library at meetings and conferences and to work collaboratively with appropriate professional bodies both nationally and internationally
- To maintain an awareness and understanding of wider Library sector developments in Higher Education with a view to service development
- 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
- Excellent negotiation skills and experience of complex contract management
- Full professional qualification in librarianship or another appropriate qualification, and/or relevant experience at a comparable level
- Substantial experience in a relevant environment
- Awareness and understanding of the issues involved in the sourcing and delivery of core content to support teaching and learning in Higher Education
- Ability to understand and interpret pricing models and financial data
- Experience of staff management and motivation
- Excellent interpersonal skills
- The ability to maintain confidentiality as regards personal and financial information
- Proven ability to handle complex enquiries successfully, including complex enquiries at an advanced level
- Excellent written and oral communication skills and ability to present to a variety of audiences
- Aptitude and ability in using technology and software in order to collate data, produce reports and find information
- Excellent digital literacy including competence across Office software applications and expertise with relevant functional software and systems
- Proven ability to query, analyse and summarise complex data from a variety of sources
- Project management skills

Desirable skills, knowledge and experience:

- Nationally recognised award or qualification in negotiation skills
- Experience of delivering eTextbooks to support teaching and learning
- Membership of a relevant professional organisation or body
- Experience of recruitment and selection in an academic support environment