

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Japanese Metadata Specialist
<b>Reports to:</b>	Metadata Manager for Content Management
<b>Organisation unit:</b>	University of Manchester Library: Collections Strategies
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPS-UML-CS-M&D-K (326, 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 Japanese language collections
- To manage the metadata for Japanese language resources to ensure 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 Content Management in the area of Japanese language metadata ensuring all content is available and discoverable
- To establish and coordinate processes and workflows relating to metadata for all Japanese collections and individual resources including upgrading metadata for existing collections
- To create and update metadata records for Japanese language resources within the library management system ensuring database integrity by identifying and correcting errors and inconsistencies
- To contribute to the development of metadata policies for Japanese language 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 methods, including cataloguing using RDA and MARC, standards preferably in an academic library
- Excellent Japanese language skills and experience  
Knowledge of the specialist requirements related to physical rare print resources
- Knowledge and/or experience of metadata management tools such as MarcEdit, OpenRefine
- Experience of applying and maintaining Library of Congress Subject Headings
- Excellent interpersonal skills
- Ability to meet deadlines and excellent time-management skills
- 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

#### Desirable skills, knowledge and experience:

- Knowledge and/or experience of vocabularies and authorities such as VIAF, Getty
- Knowledge of Linked Data and the application of persistent identifiers
- A knowledge of languages, other than English, relevant to the Library's collections
- Practical experience of using the Ex Libris Alma library management system