

## The University of Manchester

### Job Description

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| <b>Job Title:</b>  | Metadata and Discovery Manager                          |
| <b>Reports to:</b> | Associate Director, Collection Strategies               |
| <b>Office:</b>     | University of Manchester Library: Collection Strategies |
| <b>Date:</b>       | January 2021  |
| <b>HERA:</b>       | MAPPS-UML-CS-M&D-C (532, Grade 7)                       |

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

- To provide the strategic direction and effective management for metadata standards across the University Library
- To ensure that the Library's discovery services facilitate and encourage access to our collections
- To ensure that the Library, as a major international research library, plays a significant part in regional, national and international discussion on metadata and discovery
- To provide strategic direction for the Library's policies relating to theses
- To make an active contribution to the development of policies and procedures for all areas of the Collection Strategies Directorate

#### **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 have overall responsibility for the metadata standards for all areas of the Library
- To ensure that the Library's discovery tools make the best use of available metadata and meet the needs of colleagues and customers
- To develop policies relating to theses and represent the Library on appropriate internal and external bodies
- To contribute proactively to the development and implementation of Library-wide operational planning and initiatives in support of University strategy and Library priorities
- To develop effective and efficient customer-centred processes, tools + materials and to ensure continuous quality assurance + assessment
- To provide team leadership and to develop staff through training and development, empowerment and performance management
- To contribute to Library and University wide projects, skills provision and service development through effective communication, negotiation and partnership working
- To manage and develop the team's services collaboratively with Library and University colleagues
- To build and broker relationships with academic and PS colleagues
- To understand and meet the needs of Library colleagues, Faculties and Library customers and contribute to a high standard of performance
- To ensure compliance with relevant University and external policies and standards
- To maximise awareness, understanding and support through communication, advocacy and training

- To work at a national level where appropriate, in partnership with relevant organisations,
- To promote and represent the Library at appropriate internal and external committees, meetings and events
- To understand the relevant needs of Library customers
- To identify opportunities to innovate, bid for funding and join or lead projects through a well-established network of relationships across the institution
- To maintain an active awareness of relevant national and international developments
- To liaise with relevant suppliers to ensure that optimum provision is provided
- To contribute to library wide initiatives to further our strategic ambitions by actively participating in the operational planning process, including its implementation and monitoring
- 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
- Full professional qualification in librarianship or another appropriate qualification, and/or relevant experience at a comparable level
- A high level knowledge and understanding of international standards of metadata processes involved with managing subscriptions in a major academic library
- Understanding and experience of the discovery of Library resources by academic users in a research-intensive university
- Excellent influencing and negotiation skills
- Academic or professional experience in a relevant environment including a high level of expertise in key service areas
- Staff leadership and management experience
- Excellent interpersonal skills, including ability to build relationships, influence and negotiate
- Excellent written and oral communication skills and ability to present and reach a variety of audiences
- Excellent digital literacy
- Experience of service planning and management, including policy and process development and a proven ability manage change
- Understanding of the information resources needs of the Library and of academic customers in a research-intensive university
- Ability to anticipate challenges and to respond to them creatively and innovatively
- Experience of the exploitation of technology for information management and delivery in an academic context