

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Metadata Assistant
<b>Reports to:</b>	Metadata Specialist
<b>Organisation unit:</b>	University of Manchester Library: Collection Strategies
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPS-UML-CS-M&D-D (298, Grade 4)

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

- To work under the direction of a Metadata Specialist in the delivery of services relating to metadata description and access to academics, researchers and students
- To proactively participate as a member of the Collections Strategies Directorate in the planning and delivery of operational priorities, including involvement in projects and team meetings

#### **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 assist with creating and updating metadata records in a wide variety of formats including printed books, images, research data and digital collections within the library management system ensuring database integrity by identifying and correcting errors and inconsistencies
- To ensure the timely access to and discovery of all newly acquired resources and existing collections, working quickly and efficiently within defined time frames to ensure compliance with SLAs and quality control measures
- To assist with authority control work, applying standard headings for subject analysis and name disambiguation
- To contribute to the development of metadata policies for physical and 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 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, and special projects as deemed necessary or assigned
- To coordinate the work of team colleagues and to participate and assist in the delivery of training as required
- To answer and resolve customer enquiries in a timely and professional manner
- 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 sufficient relevant equivalent experience at a comparable level
- Practical experience of cataloguing using an appropriate metadata standard relevant to the content formats within the Library's collections
- Knowledge of specialist requirements related to metadata for a range of formats including relevant metadata standards
- Experience of applying cataloguing principles and their consistent use
- 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
- A demonstrable awareness of the University and Library strategy together with an aspiration to be involved
- Excellent interpersonal, skills with clear enthusiasm for providing high quality customer service support to academic staff and students in a HE environment
- Experience of IT, including automated management information systems databases, internet resources, email and office software and functional software including the use of and/or digital repositories or content management systems

Desirable skills, knowledge and experience:

- Practical experience of using RDA and MARC, standards preferably in an academic library
- Practical experience of working with digital images and image management systems
- Knowledge of a language, other than English, relevant to the Library's collections
- Experience of supporting academic staff and students in a HE environment
- Experience of working in a customer service environment