

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Metadata Curation 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-E (244, Grade 3)

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

- To work under the direction of the Metadata Services Manager in the delivery of discovery and metadata services to ensure all resources are discoverable by Library customers
- To Support the Metadata Assistants in the delivery of services relating to Metadata and Discovery
- To cover the day-to-day processes contributing to the provision of an efficient and effective metadata and discovery service you will be required to provide an excellent customer service in one of the service areas
- To proactively participate as a member of the Collection Strategies Directorate, 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 develop an expertise in the curation of metadata for content, digital and rare print collections
- To work routinely in other areas of Collection Strategies as directed by a Metadata Manager
- To process and satisfy requests for metadata curation, checking, amending and editing as quickly, efficiently and accurately as possible so that content is accessible within agreed time frames and quality control measures
- To input, check and edit data and produce and analyse reports
- To identify problems with metadata and discovery and follow these up until the problems are resolved
- To have an understanding of bibliographic metadata
- To participate in the delivery of operational and team projects
- To carry out tasks using appropriate software and to use specialist software as required
- To carry out administrative tasks supporting the work of Collection Strategies
- To undertake appropriate training
- To engage in professional development and networking relating to Discovery and Metadata
- To meet agreed performance targets
- To handle and move material accurately and safely using trolleys, lifts and other aids

- To deal with customer enquiries in an efficient and proactive 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:

- Educated to A-level standard, (or equivalent) or sufficient relevant experience at a comparable level
- Excellent interpersonal skills with clear enthusiasm for providing high quality customer service support to academic staff and students in a HE environment
- A high level of personal organisation with experience in working successfully to deadlines
- Possess excellent data curation skills
- Ability to work accurately, quickly and with attention to detail in experience of IT, including automated management information systems databases, internet resources, email and office software
- Excellent written and oral communication skills
- Able to cope in a busy environment and adapt successfully to change
- Ability to use initiative as necessary and work without constant supervision
- Ability to coordinate and supervise the work of others, as necessary
- Able to work as part of a team and to use own initiative
- Ability to handle and move books using appropriate aids (e.g. trolleys, lifts) and safe practice

Desirable skills, knowledge and experience:

- Experience of supporting academic staff and students in a HE environment
- Experience of working in a library environment
- Experience of working in a customer service environment
- Experience of metadata curation
- Knowledge of a language other than English relevant to the Library's holdings
- A demonstrable awareness of the University and Library strategy together with an aspiration to be involved