

The University of Manchester

Job Description

Job title:	Metadata Manager for Content Management
Reports to:	Metadata and Discovery Manager
Organisation unit:	The University of Manchester Library: Collection Strategies
Date:	January 2021
HERA:	MAPPs-UML-CS-M&D-B (448, Grade 6)

Overall purpose of the job:

- To take a leading role in Library metadata for content management; developing a metadata strategy for subscribed and purchased content in physical and electronic format
- To manage and develop a content management team which will provide a seamless efficient content metadata service within Collection Strategies Directorate
- To work alongside the Discovery Manager with external partners and information providers advocating for descriptive quality with practical efficiency; ensuring standards are applied within this highly complex environment

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 take lead in the development of efficient processes for descriptive metadata in the provision of access to electronic and physical content. Specifically ensuring Library management and discovery systems are utilised to their full extent and future functional developments are considered and adopted where appropriate
- To work across the Collection Strategies Directorate in the planning and implementation of metadata good practice and process. To work in partnership with the eResources team ensuring the delivery of a seamless eResources Service.
- To exploit the Library's national and international partnerships and agreements including OCLC and Library Hub (NBK), and to develop metadata networks and relationships to advocate for best practice and influence future metadata standards and their application.

- To manage a Metadata team including recruitment, performance management and staff development, to support an efficient metadata service for content management within the Metadata and Discovery Team
- To support the Metadata and Discovery Manager on the preparation, application, and review of the Library Metadata Strategy for the provision of standardised quality description fit for discovery, access, and collection management
- To develop workflows which fully exploit Open Access (OA) content ensuring metadata is suitable for discovery purposes
- To manage efficient metadata practice for the range of electronic and physical sources internally and externally. Working digitally efficiently, by simplifying, streamlining, and minimizing handover, and incorporating systematic solutions
- 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:

- A degree, a professional qualification in librarianship or significant relevant experience
- Excellent metadata management skills and substantial experience of metadata management methods such as normalisation (ExLibris) and transformation as well as cataloguing using RDA and MARC, standards preferably in an academic library
- Experience of metadata management tools such as MARC Edit, OpenRefine

- Proven ability to handle complex metadata management methods successfully, including complex metadata transformation at an advanced level
- Excellent interpersonal skills
- Excellent written and oral communication skills and ability to present to a variety of audiences
- Aptitude and ability in using technology and software to transform metadata
- Excellent digital literacy including competence across Office software applications and expertise with relevant functional software and Library Management Systems
- Project management experience

Desirable skills, knowledge and experience:

- Experience of staff supervision and motivation
- Membership of a relevant professional organisation or body
- Practical experience of using the Ex Libris Alma library management system
- A knowledge of languages, other than English, relevant to the Library's collections