

## The University of Manchester

### *Job Description*

---

<b>Job title:</b>	Metadata Manager for Digital and Special Collections
<b>Reports to:</b>	Metadata and Discovery Manager
<b>Organisation unit:</b>	The University of Manchester Library: Collection Strategies
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPS-UML-CS-M&D-A (448, Grade 6)

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

- To take a leading role in Library metadata for digital and rare print collections, developing a metadata strategy for the provision of discovery and access to Special Collections in physical and digital format
- To manage and develop a digital and rare print metadata team which will provide a seamless efficient metadata service within Collection Strategies Directorate
- To work alongside the Metadata and Discovery Manager with external partners and system providers advocating for descriptive quality with practical efficiency; ensuring standards are applied within this specialist 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 digital and physical Special Collections. Specifically ensuring Library management and discovery systems are utilized to their full extent and future functional developments are considered and adopted where appropriate.
- To work with Curatorial Practices in the planning and implementation of metadata good practice and process. To work in partnership with Research Data Management team ensuring the seamless delivery of validated research outputs including the discovery and preservation of the University doctoral thesis collection.
- To advocate for adherence to metadata standards and best practice in the creation of descriptive metadata within the Library and the University. Advising project and Special Collection staff on use of authorised vocabularies and metadata standards, ensuring that funding bids for digital project adopt appropriate standards, and liaising with other institutions over the maintenance of standards and best practice.

- To manage a Metadata team, including recruitment, performance management and staff development to support a rare print, digital and other specialist format metadata within the Metadata and Discovery Team
- To support the Metadata and Discovery Manager in 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 identify and implement future developments and methods of managing the delivery of metadata for Special Collections formats
- To support the Library's ongoing digitisation programme, contributing metadata to the Manchester Digital Collections, and advising on appropriate metadata for digitised materials
- To manage efficient metadata practice for rare print and digital object formats ensuring Special Collection resources are discoverable, accessible, and fully exploited by Library users and researchers. 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 experience of metadata for digital object, physical formats and research data relating to Special Collections. Cataloguing using RDA, MARC, and xml standards preferably in an academic library
- Experience of metadata management tools such as MARC Edit, OpenRefine
- Proven ability to handle digital and physical metadata
- 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
- Experience of DCRMb applied to rare print monographs
- Experience of TEI schema applied to digital objects
- Practical experience of using the Ex Libris Alma library management system, Manchester Digital Collections and the CRIS (Pure)
- A knowledge of languages, other than English, relevant to the Library's collections