

## The University of Manchester

### *Job Description*

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<b>Job title:</b>	Reading Lists Team Leader
<b>Reports to:</b>	Head of Teaching Collections
<b>Organisation unit:</b>	University of Manchester Library: Collection Strategies
<b>Date:</b>	January 2021
<b>HERA:</b>	MAPPS-UML-CS-TCS-C (376, Grade 5)

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

- To support the Head of Teaching Collections in the delivery of services relating to the provision of reading lists and reading list resources to academics and students
- To manage the staff assigned to this role and ensure that the service runs efficiently and effectively with a strong customer focus

#### **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 manage and develop the Reading Lists team in line with priorities identified by the Head of Teaching Collections
- To liaise with other Collection Strategies Team Leaders to ensure that resources are allocated efficiently across the Directorate
- To establish and coordinate processes and workflows relating to acquisitions, digitisation and online reading list provision
- To contribute to the development of the service and associated systems
- To maintain an active awareness and participate in wider developments in the field
- To participate on library, consortium, working groups, task forces, and special projects as deemed necessary or assigned
- To keep policies, procedures and staffing under active review and recommend improvements and changes as necessary and implement those agreed
- To assist with training development and actively participating in the delivery of training
- To liaise with the Collection Strategies Subscriptions Manager in collecting management information and statistics and to assist in the monitoring of supplier and departmental performance, including the meeting of agreed performance targets

- To liaise with the Library's suppliers, and deal with enquiries from the University's academics and students in an efficient and proactive manner
- To liaise with colleagues on issues relating to finance and content acquisition
- 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
- Significant experience of the workflows, processes and systems relating to reading lists and taught course content provision, in all formats, within an academic library
- Successful experience of staff management and motivation
- Excellent interpersonal skills
- Excellent time-management skills and the ability to meet deadlines
- Proven ability to use own initiative and judgement to resolve day-to-day problems independently, or through a support team, where appropriate
- Excellent written and oral communication skills, including face-to-face presentations
- Experience of liaison with suppliers
- Project management experience
- Proven ability to analyse data
- Ability to manage change successfully
- A demonstrable awareness of the University and Library strategy together with an aspiration to be involved
- Awareness of the current and emerging issues in the areas of reading list provision, book purchasing and digitisation
- Proven IT skills and digital literacy including competence across office software applications and relevant functional software including the use of library management systems.

Desirable skills, knowledge and experience:

- Awareness and understanding of copyright law
- Awareness of the issues surrounding content provision for online learning
- Proven negotiation skills