

The University of Manchester

Job Description

Job title:	Stock Manager
Reports to:	Collections Manager
Organisation unit:	University of Manchester Library: Collection Strategies
Date:	January 2021
HERA:	MAPPS-UML-CS-CD&M-A (451, Grade 6)

Overall purpose of the job:

- To ensure that the Library's physical stock is located in appropriate spaces to support the teaching, learning and research resources of the University of Manchester
- To contribute to the establishment of stock management policies, and to develop procedures for implementation of these policies
- To oversee store services and the Research Reserve
- To oversee the logistics of stock and collections moves
- To manage the work of Stock Operations team

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 be responsible, in conjunction with other colleagues, for the optimal location of physical materials in all parts of the Library system
- To maintain an active awareness of national and international developments in stock management matters and collaborative collection management
- To plan and implement the relegation of open access stock to store, in line with the Library's collection development and stock management policies
- To manage the Stock Operations team including recruitment, performance management and staff development
- With the support of the relevant Stock Operations Co-ordinator, to plan and manage the logistics of stock moves within the UML system, including liaison with external contractors where appropriate
- To advise Special Collections colleagues on the logistics of incoming collections, in liaison with the Collection Care Manager

- In conjunction with the Library's Collection Care Manager, and with the support of the relevant Stock Operations Co-ordinator, to be responsible for the storage of all materials at the Library's internal and external stores
- To assist the Collections Manager in planning and implementing changes to service delivery or approach in line with Library Strategy and the changing academic environment
- To assist the Collections Manager with managing the staff and advising on recruitment, performance management and staff development
- To build strong relationships with colleagues in the Library and other relevant parts of the University to ensure effective service resourcing and delivery
- To monitor service performance using appropriate data, benchmarks, standards, key performance indicators and targets, and use such management information/data to inform forward planning of services
- To assist with training development and actively organising and participating in the delivery of training
- To meet agreed personal and departmental performance targets and to collect and collate both quantitative and qualitative information
- To ensure services are delivered in line with agreed objectives and approaches, keeping the application of policies and procedures under constant review in order to ensure that they are up-to-date, applied consistently and remain in line with customer needs
- To help coordinate the Directorate's contribution in supporting library wide initiatives and campaigns as necessary
- To represent the University Library at internal and external meetings and to become involved in appropriate professional bodies
- To represent the Library/University on working/collaborative groups and at national conference, committees etc.
- To ensure that financial controls are of the highest standards; to liaise, monitor and deal with relevant suppliers and to maintain audit trails; draft tender documentation when required
- To take an active approach to continuing professional development
- To develop and manage practices and procedures that ensure that confidentiality is maintained in line with data protection requirements and University Policy
- 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 degree level, or equivalent
- Appropriate full professional qualification and/or relevant experience at a comparable level
- Academic or professional experience in a relevant environment
- An excellent understanding of academic library procedures, operations, and classification systems
- Experience of designing and monitoring the workflows, processes and systems relating to stock operations in an academic library
- Significant experience of staff management and motivation
- Experience of recruitment and selection in an academic support environment
- Excellent interpersonal skills
- Excellent written and oral communication skills with the ability to present to a variety of audiences
- Project management skills
- Excellent digital literacy including competence across office software applications and expertise with relevant functional software and systems
- Proven ability to handle enquiries successfully, including complex enquiries at an advanced level
- Proven ability to query, analyse and summarise complex data from a variety of sources, with an aptitude and ability in using technology and software in order to collate data and produce reports

Desirable skills, knowledge and experience:

- Membership of a relevant professional organisation or body
- Knowledge and experience of the Library's Store collections, Library sites, and University campus
- Knowledge of cataloguing and classification principles (ideally Dewey Decimal)
- Knowledge of collection care issues regarding printed stock
- Full, clean UK driving licence