

The University of Manchester

Job Description

Job title:	Stock Operations Co-ordinator
Reports to:	Stock Manager
Organisation unit:	University of Manchester Library: Collection Strategies
Date:	January 2021
HERA:	MAPPS-UML-CS-CD&M-F (323, Grade 4)

Overall purpose of the job:

- To support the Stock Manager in the co-ordination of the delivery of projects, activities and services relating to stock operations
- To supervise the staff of the Team and ensure that stock operations run 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 supervise the work of Stock Operations Supervisor and team in line with priorities identified by the Stock Manager
- To identify and gather statistics needed for management information, and to assist in the analysis of data and presentation of reports
- Liaising with other co-ordinators on the team as part of a 'one team' approach, with other Library teams, and with Estates/Facilities. Liaising with external contractors and with staff in other libraries and institutions
- To guide new and existing Library staff in stock operations, policies and procedures, keeping all relevant staff up to date with changes and assessing progression and training needs
- To maintain good health and safety practices across stock operations, particularly with regard to shelving, machinery, facilities and vehicles
- To make amendments to bibliographic metadata
- The post may involve driving a library vehicle such as a van or cargo bike
- To deal with enquiries from academics and students on issues related to stock operations in an efficient and pro-active manner
- To undertake appropriate training
- 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 professional qualification in librarianship, a degree, or significant relevant experience
- A general understanding of academic library procedures and operations
- Experience of the workflows, processes and systems relating to stock operations in an academic library
- Successful experience of staff management
- Working knowledge of relevant technical systems, equipment, processes and procedures
- Good IT skills, including experience of using office applications in a networked environment, and experience of using a library management system
- Proven ability to use own initiative and judgement to resolve day-to-day problems independently
- A friendly, respectful, customer-oriented approach to service delivery; excellent interpersonal skills
- Ability to adapt to change successfully
- Willingness to be flexible in terms of holidays and working hours/days/locations according to reasonable operational requirements

Desirable skills, knowledge and experience:

- 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 project management techniques and tools
- Knowledge of collection care issues regarding printed stock
- Experience of driving a van or cargo bike
- Clean driving licence and willingness to drive a university vehicle (e.g. van or cargo bike) responsibly