

The University of Manchester

Job Description

Job title:	Subscriptions and Negotiations Officer
Reports to:	Subscriptions Manager
Organisation unit:	University of Manchester Library: Collection Strategies
Date:	January 2021
HERA:	MAPPS-UML-CS-SUB-F (405, Grade 6)

Overall purpose of the job:

- To take a lead in Library specific supplier contract negotiations and the management of these complex and evolving contracts to support the financial management of the Library's content budget ensuring the University receives the best value for money
- To work alongside the Subscriptions Manager in the negotiation of the new generation Plan S compliant subscription journal deals and the implication on legacy 'big deal' packages
- To develop a negotiation strategy for Collection Strategies Directorate subscriptions and outright purchases including services and to give negotiation advice to colleagues

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 support the Subscriptions Manager in the effective management of the Library's significant content budget
- To support the eTextbook Programme Manager in the development, planning and implementation of the negotiation strategy for the provision of electronic textbook licences
- To work with the senior Collection Strategies managers on the preparation and review of financial reports and business plans, including costs and feasibility for funding proposals
- To support the Subscriptions Manager and the Content Budget Management Group in the development, planning and implementation of a negotiation strategy for the provision of electronic subscriptions, exploiting the current climate for change
- To take lead responsibility for national negotiations for the provision of electronic subscriptions

- To develop a negotiation strategy for University of Manchester Library including the provision of training and support
- 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:

- Educated to degree level, or equivalent
- Excellent negotiation skills and experience of complex contract management
- Full professional qualification in librarianship or another appropriate qualification, and/or relevant experience at a comparable level
- Academic or professional experience in a relevant environment
- Excellent interpersonal skills
- The ability to maintain confidentiality as regards personal and financial information
- Proven ability to handle complex enquiries successfully, including complex enquiries at an advanced level
- Excellent written and oral communication skills and ability to present to a variety of audiences
- Aptitude and ability in using technology and software in order to collate data, produce reports and find information

- Excellent digital literacy including competence across Office software applications and expertise with relevant functional software and systems
- Proven ability to query, analyse and summarise complex data from a variety of sources
- Project management skills

Desirable skills, knowledge and experience:

- Nationally recognised award or qualification in negotiation skills
- Experience of staff supervision and motivation
- Membership of a relevant professional organisation or body