

The University of Manchester

Job Description

Job title:	Subscriptions Team Leader
Reports to:	Subscriptions Manager
Organisation unit:	University of Manchester Library: Collection Strategies
Date:	January 2021
HERA:	MAPPS-UML-CS-SUB-E (364, Grade 5)

Overall purpose of the job:

- To support the Associate Director of Collection Strategies and the Subscriptions Manager in the delivery of services relating to eresources, publisher relationships, subscriptions and open access
- 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 work under the direction of the Subscriptions Manager in the area of eresources, publisher relations, subscriptions and open access
- To work with the Subscriptions Manager in building relationships with publishers, ensuring best value and appropriate levels of service
- To liaise with the others on matters relating to the management of the content budget and to liaise with staff across the library on these issues
- To manage and develop the Subscriptions Team in line with priorities identified by the Subscriptions Manager
- 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 the provision of subscriptions
- To participate on library, consortium, working groups, task forces, and special projects as deemed necessary or assigned
- To assist with training development and actively participating in the delivery of training

- To negotiate with publishers on price and content in relation to the Library's subscriptions to print and electronic resources
- To liaise with the Library Finance Team and other library colleagues on issues related to content acquisition
- To keep policies, procedures and staffing under active review and recommend improvements and changes as necessary and implement those agreed
- To maintain an active awareness of national and international developments in subscriptions matters, including attending seminars, workshops and other professional events as necessary, and liaising with colleagues in other academic libraries
- To represent the Library at internal and external meetings concerned with subscriptions and licensing matters
- 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 sufficient relevant experience at a comparable level
- Significant experience of the workflows, processes and systems relating to the subscriptions processes within an academic library
- Successful experience of reviewing procedures and the proven ability to manage change in an academic environment
- Awareness and understanding of the issues in the area of subscriptions, eresources, open access and publisher relationships
- Successful experience of staff management and motivation
- A high level of knowledge of financial matters relating to the purchasing of academic content
- Ability to evaluate online systems and other products and services, and to implement appropriate products locally
- Proven ability to use own initiative and judgement to resolve day-to-day problems independently, or through a support team, where appropriate
- Understanding and experience of the use of, and requirements for, information resources by academic users in a research-intensive university
- Excellent time management skills and the ability to meet deadlines

- Excellent interpersonal skills
- Excellent written and oral communication skills, including face-to-face presentations
- Experience of liaison with suppliers
- Proven IT skills and digital literacy including competence across office software applications and relevant functional software including the use of library management systems
- Experience of project management
- Proven ability to analyse data
- A demonstrable awareness of the University and Library strategy together with an aspiration to be involved

Desirable skills, knowledge and experience:

- Proven negotiation skills