

The University of Manchester

Job Description

Job title:	Collections Coordinator
Reports to:	Collections and Discovery Manager
Organisation unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-C&D-C (379, Grade 5)

Overall purpose of the job:

- To manage and coordinate the work of Collections Assistants, student placements and others to ensure a holistic approach to the management and development of the Special Collections, and to project manage activities such as collection moves and cataloguing projects
- To support the Associate Director (Curatorial Practices) and Curatorial Practices managers in devising and implementing robust metrics and evaluation relating to the directorate's support for research, teaching and learning, and public engagement
- To assist the Special Collections Research and Learning Manager in coordinating teaching and learning activities involving Special Collections materials

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 line-manage a team of Collection Assistants and coordinate their activities to ensure a holistic approach to the management and development of the Special Collections
- To supervise and co-ordinate student placements and volunteers working on the Special Collections, and to maintain documentation and policies relating to placements and volunteers
- To ensure that policies and procedures relating to the Special Collections are kept up to date and appropriately managed and documented
- To project manage activities such as collection moves and cataloguing projects, working with relevant curators and colleagues in Collection Strategies as appropriate
- To ensure that enquiries forwarded by the Reader Engagement Team to the curatorial team are dealt with in an efficient and timely manner, and to maintain statistics relating to enquiries
- To support the Associate Director (Curatorial Practices) and Curatorial Practices managers in devising and implementing robust metrics and evaluation relating to the directorate's support for research, teaching and learning, and public engagement

- To assist the Research and Learning Manager in coordinating teaching and learning activities involving Special Collections materials, including managing documentation and ensuring that student evaluation and data capture is approached holistically and consistently across Curatorial Practices
- To contribute to relevant blogs, social media and other promotional activities relating to the Special Collections
- To contribute to the development and delivery of the team's operational plan, including by managing agreed projects, and being a member of the Curatorial Practices Operations Group
- To establish and nurture highly effective relationships with Library colleagues, in order to achieve shared objectives
- To meet agreed personal and departmental performance targets and to collect and collate both quantitative and qualitative information
- To represent the University Library at internal and external meetings and to become involved in external professional networks and groups relating to Curatorial Practices
- To participate in a rota to cover evenings and weekends
- 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 in a subject represented in the Special Collections of the University of Manchester Library
- Full professional qualification in librarianship, archive management or museum studies, and/or relevant experience at a comparable level
- Professional experience in a relevant environment
- Commitment to and experience of the exploitation of Special Collections for research and discovery, teaching and learning, and public engagement
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent team working skills
- Project management skills
- 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
- Hold, or be prepared to apply for, Criminal Records Bureau clearance (for work with young people under 18 and vulnerable adults)

Desirable skills, knowledge and experience:

- Experience of staff management and motivation
- Experience of recruitment and selection
- Knowledge of one or more metadata standards appropriate to Special Collections