

The University of Manchester

Job Description

Job Title:	Library Manager AIU RACE Centre
Reports to:	Head of the AIU RACE Centre
Organisation Unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-AIU-C (425, Grade 6)

Overall purpose of the job:

To maintain the day-to-day and long term running of the Ahmed Iqbal Ullah RACE Centre library, including collection management, and management of library and archive staff

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
- Selecting and ordering books and resources for the Centre ensuring currency and quality of the collection for the benefit of a wide range of internal and external users
- Overseeing and developing sections in the library to ensure collections complement archive collections, to best serve the collection and users by identifying shortfalls, new areas of interest whilst employing a decolonised and anti-racist approach
- Overseeing the library and archival cataloguing process working with library cataloguing colleagues, and ensuring input into other relevant databases, such as the Archives Hub, ensuring a level of accuracy and consistency
- Managing projects, including planning, overseeing and monitoring, as directed by the Head of the Centre
- Supervision and development of library and archive staff, casual staff and volunteers (approximately 6 staff), including recruitment, induction, training, project planning, motivation and undertaking annual professional development reviews, monitoring team work targets, sickness monitoring, aiding in the establishment of a committed and productive staff
- Responsibility for staff holiday, sickness monitoring and general human resources issues, complying with the University's regulations
- Writing, presenting, implementing and updating the policies and guides specific to the library and archive, ensuring efficiency and quality of services
- Networking with stakeholders, internal and external to the University, including: members of other University departments such as Widening Participation, University Library; external organisations such as the Equality and Human Rights Commission; and community members, especially in relation to the donation of archives.
- Planning and delivering sessions promoting the Centre and resources and running other events, as requested by the Head of the Centre.
- 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 library, archive or collection management qualification, or significant level of work experience in a library/archive setting or similar
- Knowledge of classification systems and catalogues such as Spydus and Calm or comparable
- Understanding of funding and monitoring requirements
- Good understanding of race relations issues, both current and historical, giving necessary knowledge for book selection, to meet stakeholders' needs, including academics and members of the general public
- Awareness of, and commitment to, the work of the RACE Centre and Education Trust and has experience of an antiracist approach to collections development and management
- Excellent oral communication skills including the ability to deliver presentations and establish and maintain positive relations with a wide range of internal and external organisations and individuals
- Excellent written skills including the ability to present information in a clear and concise manner, writing for academic audiences, staff and for the community
- Ability to manage people including recruitment, motivation, training, planning and supervision of work
- Ability to work on own initiative and determine own priorities and those of the team
- Ability to meet tight deadlines and work under pressure
- Ability to manage and develop a multidisciplinary team whilst prioritising wellbeing and championing different ways of working
- Ability to support team members and colleagues who deal with sensitive and challenging content and material in relation to race and racism
- Ability to use a variety of Information Technology packages, including library programs
- Ability to work with accounts and budgets (or a willingness to learn)
- Experience of having worked in a supervisory or management role in a library/archive/collection setting
- Experience of managing people and developing teams
- Experience of evaluation and monitoring outcomes
- Experience of project planning and delivery