

The University of Manchester

Job Description

Job Title:	Copyright Manager
Reports to:	Head of Teaching Learning & Students
Organisation Unit:	University of Manchester Library: Faculty & Student Partnerships
Date:	April 2021
HERA:	MAPPS-UML-F&SP-TL&S-I (492, Grade 7)

Overall purpose of the Job:

- To be a key central source of support and expertise on the practical implementation of copyright law and associated licences, in order to support the University's academic endeavours and protect the legal interests of the University, its employees, and its students and ensure the University is able to remain compliant in the context of a shifting digital environment
- To take a central role in the promotion, development, and coordination of copyright compliance within the University, including responsibility for influencing, creating, maintaining and communicating relevant strategies, policies, services and procedures in partnership with the University's legal team
- To maintain an awareness of UK and international copyright issues for the University, developing and advising on appropriate responses to changes in copyright law and licensing agreements, and take a national role in helping to influence changes through appropriate networks.

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 be the University's technical expert in the application of copyright law and its associated licenses, acting as a central point of reference to members of the University in relation to copyright compliance
- To maintain an up-to-date awareness of the relevant legislative framework and copyright issues in order to analyse, interpret and assess the potential impact and implications for practice at the University of Manchester, recommending and implementing appropriate courses of action as necessary
- To coordinate the provision of proactive and professional liaison, training, & guidance materials and offer expert advice in support of the University's need to manage copyright compliance and risk, drawing as necessary on other related specialists across the University as part of a referral network
- To coordinate the administration of copyright licences taken out by the University, including:
 - Assessing the impact on the University of implementing new or revised licences

- Coordinating the reporting and returns procedures which licences may require
- Compiling management information on the use made of licences
- To negotiate and liaise with copyright agencies on licence issues, advising licensing agencies of the University of Manchester context and requirements
- To take an active role in contributing to and developing external networks associated with copyright practice within HE and, where appropriate, bodies that negotiate sector wide copyright licences and copyright-related initiatives
- To advise senior members of the University, as necessary, on the development of University level responses to changes in copyright laws and licences
- To organise and direct the work of the staff assigned to the Copyright Guidance Service by the TLS Management Team in order to ensure services are operating efficiently and effectively
- To provide guidance and operational support to the Head of Teaching Learning & Students in order to ensure that copyright issues are appropriately represented in the delivery of high-quality teaching and learning associated with University of Manchester Library learning programmes
- To contribute proactively to the development and implementation of Library-wide operational planning and initiatives in support of University strategy and Library priorities
- To ensure the Library's Student Team is involved as an integral part of designing & delivering relevant student-focused learning programmes and services, support and initiatives
- 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
- Relevant vocational experience
- A strong working knowledge, understanding and practical experience of copyright and licencing related work and issues
- An excellent understanding of the regulatory framework around copyright, intellectual property and other relevant legislation and its impact in the higher education environment
- Experience of providing and coordinating an expert advice and guidance service
- Experience of designing and delivering high quality training
- Advocacy, negotiating and influencing skills

- Ability to inspire and motivate colleagues outside the scope of line management
- Ability to gather and interpret complex information, make recommendations for action and convey simple explanations to non-experts
- Excellent problem-solving skills within the context of a risk-based management approach
- Excellent interpersonal, communication and presentation skills
- Excellent digital literacy including competence across office software applications and expertise with relevant functional software and systems
- Experience of operational and service planning, including the development of policies and procedures
- Understanding and experience of the use of, and requirements for, information resources and services by academic users in a research-intensive university

Desirable skills, knowledge and experience:

- Postgraduate qualification in copyright or intellectual property law
- Established networks in the field of copyright and licensing