Collections Analysis Officer

Candidate Briefing, 2024-08

Collections Analysis Officer role on the Collections Team, University of Manchester Library

Further information for candidates

What you're coming into

The Collections Team works primarily with modern collections across two areas: collection development and collection management. Our strapline is "we do Tetris with collections – in 4D". Collection management activities are overseen by a Stock Manager, Team Leader, and a team of stock operations people. Collection development is led by the Collections Manager, supported by a Collection Development Data Co-ordinator. This new role would sit between those two.
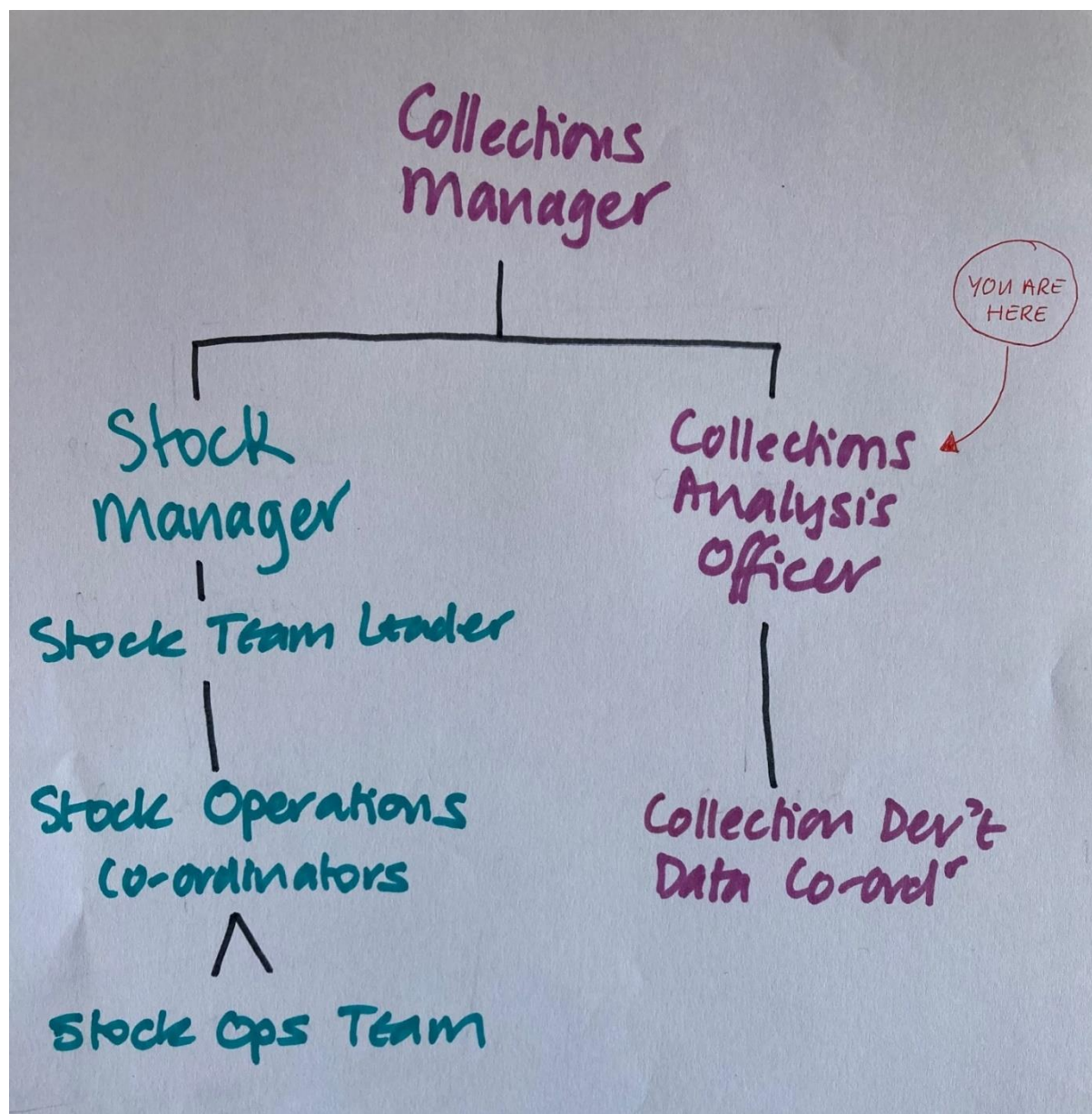
The Collections Team is part of the Collections Strategies Directorate, which includes teams specialised on Teaching Collections (Reading Lists & e-textbooks), Subscriptions (including big packages and databases), Acquisitions, and Metadata & Discovery.

We don't have traditional subject specialists at the University of Manchester Library. We use a lot of demand-driven collection building, and utilise many data sources to evaluate and curate our modern collections.

What's the role about?

We have lots of data and lots of ideas. For this brand-new role we need someone to help make sense of the data and translate ideas into practical, workable policies and procedures. There's one particular focus on examining our Teaching & Learning Collections in relation to the student experience as reflected in the National Student Survey (NSS). There's another focus on managing our modern collections as a whole through measures such as defining and categorising collections. Thirdly, there will be participation in national efforts to manage a distributed print collection across HE libraries in the UK.

What will you bring?

- An understanding of the mixed nature of collections in a large academic library, comprising printed and electronic books, digital primary sources, and streamed services (for example).
- An understanding of taxonomies and classification schemes, particularly Dewey Decimal.
- Data analysis skills: a facility with using spreadsheets for data analysis at a minimum; maybe some knowledge of coding with, for example, Python or R too.
- An ability to see the big picture as well as focussing on details.
- Skill with words as well as numbers: the ability to build arguments, present a case, and summarise options and recommendations in reports for middle/senior managers and university committees.
- Teamworking and people skills; the ability to collaborate with peers and work to other managers, as well as line-managing.

What documents might you need to produce?

To give you an idea of the concrete outputs we're expecting, here's a description of the kind of documentation or reports you would need to produce within the 3-year term of this role:

1. A trends analysis of NSS data which could be related to modern collections and specification of ways which collections could be developed and promoted to support the University's aims relating to the NSS (working with Senior Business Data Analyst).

2. Contribute content to our Subject Guides, to drive more (measurable) engagement with new and existing collections by learners (especially final year students) and teaching staff (working with the Collections Engagement Group).

3. Categorisation of modern collections: build on work already done and produce a specification for detailed profiles of categories to apply to collections. Provide a report to the Collections Manager and Metadata Manager.

4. Distributed collections/collaborative collection management: work with bibliographic metadata on national and local collections to document the protocols (e.g. retention statements) for creating and managing a distributed UK print collection.

5. Produce a benchmarking analysis report (based on existing data) to the Collections Manager that will support them in the formulation of collection development policies to consolidate our position as a National Research Library.

Please note this list is merely illustrative and is not by any means exhaustive.

More about us

The University of Manchester Library (UML) is the third largest academic library in the United Kingdom, at the heart of the country's largest single-site University. Comprising over 10 million physical items, The University of Manchester Library is the largest non-legal deposit library, the only National Research Library in the North, and holds the most extensive digital collections of any academic library in the UK. Over three million students, researchers and visitors come into the eight sites that comprise the UML each year. The Library's vision and priorities are laid out in the *Imagine2030* strategy document, and this is under-pinned by an operational plan that engages our staff, our University and our civic, national and international partners.

The University as a whole is one of the largest employers in Manchester, and the Library structure is large and complex. We have about 320 staff, comprising 5 Directorates (University Librarian; AI + Ideas Adoption; Collection Strategies; Education, Experience + Strategic Insights [EESI]; and Special Collections). The Library operates a Distributed Leadership Model, comprised of the Library Management Group and Directorate Management Teams (DMTs), where teams are empowered to make decisions and experiment to improve services for our many communities, guided by our shared Imagine2030 vision.

All staff are able to support and influence key areas of activity through a number of Library-wide groups, overseeing activities such as Equality, Diversity + Inclusion, Environmental Sustainability, Spaces Governance, Incident Management, Health + Safety, Staff Learning + Organisational Development, and Wellbeing. All line-managers are further supported by the Staff Management Forum (SMF) which provides regular opportunities for managers to develop their management skills and to share their expertise and experiences with each other. All Library teams are covered by Working Together Charters, which show how teams operate within the University's post-Covid Hybrid Working framework.

How to apply

Before you apply for this role, please make sure you read through the full list of criteria in the 'Person Specification' section. In your online application pay particular attention to the section called 'Additional Information', which you should use to address each of the person specification requirements in turn, and give some specific examples of how you meet them.

For an informal chat about the role, please contact the Collections Manager
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General enquiries:

Email: People.recruitment@manchester.ac.uk

Technical support:

https://jobseekersupport.jobtrain.co.uk/support/home