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**Job Description**

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| **Job title:** | **Information Librarian – Cataloguing and Metadata** |
| **Department/School:** | **Library** |
| **Grade:** | **6** |
| **Location:** | **Technical Services Department** |

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| **Job purpose** |
| The post of Information Librarian (Cataloguing) oversees the operation of the Cataloguing section within the Library’s Technical Services Department. This section ensures accurate metadata is available for print and electronic media and plays a key role in stock management. The post-holder deputises for the Bibliographic Services Librarian as needed.  The post-holder liaises closely with a range of library colleagues to ensure an efficient workflow. S/he is the chief contact for Dewey classification-related procedures, in conjunction with their counterpart in the Academic Services Department.  The Library Management System (currently Ex Libris’ Alma) is used as the primary source for bibliographic information and in turn generates the public catalogue. The post-holder is responsible for utilising this system efficiently and disseminating this knowledge to team colleagues.  The post-holder will provide support in other areas of Technical Services work as needed, including involvement in Library Task Groups and project work.  This is a permanent, full-time post of 36.5 hours per week, 52 weeks per year, within the Library’s flexitime scheme. |

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| **Source and nature of management provided** |
| Line Manager: Bibliographic Services Librarian |

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| **Staff management responsibility** |
| You will line-manage:  2 x part-time Library Assistants (totalling 1 FTE)  In addition, you will deputise for senior Technical Services Librarians to maintain the overall smooth running of the Department.  From time to time supervision of further staff providing support will be required. |

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| **Special conditions** |
| An excellent level of accuracy and adherence to recognised standards is integral to this post.  You must hold, or demonstrate a firm commitment to acquiring, Chartered status with CILIP (Chartered Institute of Library and Information Professionals). There is an expectation that Chartered status will be reached within 18 months of being appointed. |

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| **Main duties and responsibilities** | |
| 1 | Overseeing the Cataloguing section to ensure an efficient workflow. This will include maintaining sufficient cover during service hours. |
| 2 | Line-managing colleagues on a day-to-day basis. The post-holder will communicate effectively with all members of the team and organise and undertake training to ensure a consistent and efficient level of service is maintained. |
| 3 | Conducting Staff Development and Performance Reviews for the section’s library assistants. |
| 4 | Advising on Dewey classification. |
| 5 | Developing and implementing cataloguing / metadata policy and procedures in liaison with the Bibliographic Services Librarian. Keeping up-to-date with changes to international standards is vital in this post, alongside regular revision of the procedures manual on the wiki and undertaking any necessary associated training. |
| 6 | Developing a professional awareness of trends in metadata management and resource discovery in liaison with the Bibliographic Services Librarian. |
| 7 | In liaison with the Information Librarian (Acquisitions) and the Bibliographic Services Librarian, developing effective mechanisms for managing e-book holdings. |
| 8 | Using the Library Management System to produce management information on cataloguing workflow and other relevant information relating to Technical Services operations. This will involve liaison with system support staff. |
| 9 | Handling enquiries from Library users, and liaising with Library colleagues to set priorities on all aspects of cataloguing. |
| 10 | To deputise for the Bibliographic Services Librarian, where appropriate, to maintain the overall smooth running of the Department. |
| 11 | Assisting with research and project work within Technical Services as required. |
| 12 | Keeping abreast of trends in higher education, librarianship and information science, and relevant technological developments to consider new initiatives for the Library which may arise from such developments. |
| On occasion, you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.  You will be required to undertake other duties of a similar nature as reasonably required by your line manager as the need arises. | |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Applicants should hold a degree or postgraduate qualification in librarianship / information science. |  |  |
| It is expected that the successful candidate will attain Chartership status with CILIP within eighteen months of commencing in post, if they are not currently Chartered. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Experience of cataloguing / metadata management. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
| Experience of team leading / supervision. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
| Work to deadlines and prioritise own work and the work of section colleagues. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Communicate effectively with all levels of staff and users. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
| Work co-operatively in a team environment. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
| Display an awareness of the use and potential of e-resources in a University Library environment together with an enthusiasm for service development. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
| Display a versatile, adaptable and enthusiastic attitude. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
| Approach the organisation of information in a thorough and methodical manner. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
| Display a committed and pro-active approach to library and information provision. | C:\Users\lisct.CAMPUS.001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1LQJNRUE\MC900072629[1].gif |  |
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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |