University of Nottingham
UK | CHINA | MALAYSIA

ROLE PROFILE

Job Title: Librarian, Metadata and Open Access Management

School/Department: University of Nottingham Libraries (Content and Discovery)

Job family & level: Administrative, Professional and Managerial, Level 4

Contract Status: Permanent

Hours of Work: Full-time (36.25 per week).

Location: King's Meadow Campus

Reporting to: Digital Library Development Manager

Purpose of the Role:
Reporting to the Digital Library Development Manager, the Metadata Librarian will be responsible for the managing the creation, application and sharing of bibliographic metadata to support discovery services at the University of Nottingham ensuring that the academic community has ready access to the Libraries annual investment of c. £6m in library resources. The role holder will take the lead in implementing and maintaining new standards in the use of metadata to ensure effective retrieval of a wide range of material in different formats. Additionally the role holder will facilitate access to locally created material managed through our text and data repositories.

Working with staff at all levels within the Content and Discovery section, across the Library, and with system suppliers, the Metadata Librarian will lead innovation in the description of material to enhance discovery, to support linking between related items, to underpin teaching and research, and to support the development of the library systems roadmap.
Throughout 2018/19 the role holder will be the functional lead for the cataloguing aspects of our move to the Alma library management system. This provides an exciting opportunity to optimise our processes and workflows to take advantage of developing technologies in resource discovery.
The librarian will have line management responsibility for a team of professional cataloguing staff with a strong focus on offering a consistently excellent service.

	Main Responsibilities	% time per year
1.	**Staff management and leadership** Lead a group of metadata specialists to ensure that the team provides high quality services related to the description and discoverability of library materials and institutional research outputs according to current and emerging metadata standards. • Lead and motivate staff through a period of significant change. • Manage, support and train staff to ensure that they are motivated and enabled to provide the best service possible, including informal feedback, formal appraisal (Personal Development and Performance Review) and support with HR issues. • Plan, coordinate and manage work across the team to ensure services run efficiently and consistently. • Lead selection, recruitment and training of staff as required.	20%
2.	**Resource discovery and metadata management** • Use an innovative approach to metadata management in order to facilitate discovery of information resources and to enhance the user experience of library services.	30%

	• Prepare for and implement new developments in cataloguing and metadata provision and standards such as RDA, FRBR and linked data. • Develop, implement and maintain agreed standards and quality control for shelf ready material with suppliers. • Engage with the new National Bibliographic Knowledgebase, and functionality within our library management system to create, use and share bibliographic data in an efficient and cost effective way. • Establish procedures relating to metadata for non-standard formats including research data, images and digital collections. • Monitor quality and authority control of metadata in both internally created and externally derived records in order to maintain the usability and quality of the library discovery service. • Work collaboratively with the Digital Library Support Librarians to resolve complex problems with data harvesting and display within the resource discovery system. • Provide expert advice on matters relating to metadata and information handling wherever it is required across the University. • Provide support and advice to colleagues at our overseas campuses to ensure consistency of standards and an equivalent service.	
3.	**Research outputs** Support the management of research outputs (text and data) on behalf of University of Nottingham researchers developing and implementing policies where appropriate • Maintain an awareness of REF eligibility criteria and compliance requirements associated with research funder mandates and publisher licences. • Design and provide guidance around procedures for the deposit and validation process for research publications in the Research Information System. • Design and provide guidance around the deposit and validation process for research datasets within the data repository (currently DSpace). • Ensure the recording of appropriate data associated with research outputs in order to facilitate reporting in line with research council and REF eligibility requirements. • Develop and maintain processes for the electronic management and publication of PhD theses. • Provide support for the dissemination of research outputs by the overseas campuses according to their local needs.	30%
4.	**Continuous performance improvement** Develop and implement metadata and cataloguing policies to improve service efficiency and effectiveness and undertake regular reviews to ensure service efficiency and effectiveness. • Ensure an optimal configuration of the cataloguing workflows within the library management system in consultation with the Digital Library Support Librarians. • Maintain an awareness of developments in resource discovery systems in order to support the development of the library systems roadmap. • Develop and maintain an in-depth knowledge of library management systems and repositories to ensure that we use them to their full potential and efficiency in our services. • Actively demonstrate a commitment to high quality service delivery liaising with staff across the department to provide an integrated and consistent service.	15%
5.	**Personal development** • Actively keep up to date and pursue a programme of personal development, including the development of specialist skills where required. • Represent the University of Nottingham Libraries at national groups and forums to ensure currency on relevant services, systems and developments.	5%
6.	Any other duties appropriate to the level and role	

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	• Educated to degree level (or equivalent) • Postgraduate qualification in librarianship or information studies	• Chartered membership of CILIP

Knowledge/ Skills/Training	• Thorough knowledge of cataloguing and metadata standards and awareness of how these standards are implemented elsewhere • Understanding of underlying functioning of library management systems and processes relevant to role • Well-developed language skills, to be able to deal with research level material in most subjects — or to be able to ensure that they are dealt with appropriately. • Excellent IT skills (Microsoft Office applications, email and the web) • Excellent organization and administration skills with effective time management and a proven ability to prioritize complex demands well under pressure • Ability to work accurately and pay attention to detail • Proven written and verbal skills and an ability to communicate at all levels • Excellent interpersonal skills • Ability to work on own initiative as well as part of a team • Flexible approach to working	• Presentation skills • Negotiating and influencing skills • Proficiency in one or more foreign languages • Familiarity with Ex Libris library management systems
Experience	• Significant experience of working in a team environment, supporting colleagues and sharing expertise • Substantial experience of staff management • Experience of motivating and directing colleagues • Experience of working to deadlines and dealing with unforeseen issues and changing circumstances • Demonstrable ability to identify new opportunities and creative solutions • Experience of contribution to strategic planning • Demonstrable/proven project management skills • Experience of working with colleagues from a range of professional backgrounds • Experience of working across organisational boundaries	• Demonstrable ability to identify new opportunities and creative solutions • Experience of leading/motivating project teams
Other	• Critical thinking and problem solving skills • Enthusiastic and proactive 'can do' approach • Team player and willingness to be flexible and adaptable, to both audience and priorities • Customer focused	• Understanding of the information requirements and information-seeking behaviour of students and researchers