ROLE PROFILE

Job Title: Senior Librarian, Resource Acquisitions
School/Department: University of Nottingham Libraries
Job family & level: APM5
Contract Status: Permanent
Hours of Work: Full-time, 36.25h per week
Location: King’s Meadow Campus
Reporting to: Associate Director, Content and Discovery

Purpose of the Role:

Nottingham is one of the largest Russell Group institutions with an international footprint. There is a strategic imperative to optimise access to digital learning content across our three global campuses, and to exploit the opportunities of technology both to deliver material at any time to any device at any place and to develop acquisitions processes that are agile and responsive to changing academic needs.

Current and future students are considered digital natives, raised in an era of smartphones, social media and multi-screening. These students expect instant access to engaging and rich media and traditional learning content. In addition, for Nottingham, research excellence is vital. Excellent research requires an information environment which is rich, responsive and open.

To maintain and improve our competitive position a number of initiatives are underway under the remit of University Global Strategy 2020, including the implementation of the Digital Futures programme and the Research Strategy. University of Nottingham Libraries has to maximise its resource collections (books, journals, and other content) and access to them to make the best possible contribution to these strategic imperatives.

This post will contribute to the Library’s support for the University’s research and teaching and learning agendas, by leading the strategic development and on-going management of acquisitions processes relating to physical/electronic content and collections across all disciplines. This will include (but not be limited to):

- Effective contribution to the Integrated Scholarly Information project, particularly in relation to library acquisitions processes;
- Participation in regional and national consortia in order to develop purchasing frameworks which offer value for money and pay due regard to accessibility issues;
- Development of more efficient systems for the supply of library materials;
- Ensuring that processes are in place to monitor and evaluate the usage of library materials in order to demonstrate value for money and to support evidence based resource selection decisions.

The Senior Librarian for Resource Acquisitions will work with staff at all levels within the Content and Discovery section, across the Library, with other HE consortia and negotiating bodies, and with suppliers. They will have responsibility for leading innovation in the acquisition of material to support teaching, learning and research and in supporting the development of the library systems roadmap.

The role holder will take a lead on, and be accountable for, the purchase and accession of library stock, including e-resources, ensuring that the library materials budget is expended as efficiently and effectively as possible and includes provision for the overseas campuses where possible. The role
includes responsibility for the library accessibility support function. The core objective is to provide timely access to quality resources in sufficient quantities and in appropriate formats to meet the needs of all staff and students in the academic faculties.

The Senior Librarian manages a large operational team with a strong focus on offering a consistently excellent service. They are expected to make a significant contribution to the strategic review and development of the service in line with customer needs and the Library strategy. It is essential that they have excellent leadership skills and a full understanding of the current trends, challenges and opportunities in library acquisitions.

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<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td>1. Strategic Development and Leadership</td>
<td>25%</td>
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<td>To develop vision and a strategic approach to resource acquisitions processes:</td>
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<td>• Develop an efficient and responsive service which can react promptly to changing academic needs</td>
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<td>• Work with the Senior Librarian for Collections on policies to optimise access to materials through the provision of a mix of formats, digitised texts and user selected ebooks</td>
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<td>• Continually review and manage purchasing agreements liaising with the Procurement Department as appropriate.</td>
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<td>• Throughout the ISI project, work closely with the project team and library colleagues across the three global campuses to ensure the alignment of acquisitions processes.</td>
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<td>• Create own knowledge base and networks to identify and coordinate University response to national and internal innovative acquisitions initiatives.</td>
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2. Team leadership
   To lead the Resource Acquisitions team supported by three librarians and to ensure that they and their groups provide a wide range of high quality services related to the acquisition of library materials and to accessibility support.
   • Lead, manage, motivate and support the team:
     o setting and reviewing goals for staff as part of the University PDPR process;
     o acting as escalation point for issues and problems;
     o identifying and providing for training and development needs.
   • Develop staff skills to meet new challenges and new ways of working, and support staff through change.
   • Work to ensure staff are engaged by:
     o sharing the strategic context and linking it to team plans and practice;
     o regular group and one to one meetings;
     o building a team culture of openness and collaboration.
   • Implement HR processes and guidelines for managing performance.

3. Service development and financial assurance
   To work with colleagues across the Library, and in particular Content and Discovery and external suppliers, to ensure a programme of continuous improvement:
   • Develop and maintain an in-depth knowledge of relevant library systems and integrations with external service providers to ensure that we use them to their full potential and efficiency in our services
   • Strategic partnership with ebook publishers to explore new and developing purchasing and delivery models
   • Strategic management of the journals portfolio


• Provide vendor relationship and partnership arrangements for the supply of library materials participating in national tendering agreements and purchasing consortia where appropriate
• Report and advise on budgetary management and ensure that annual expenditure can be tracked as appropriate
• Liaison with the Senior Librarian for Collections to align purchasing policies with the needs of the teaching, learning and research communities within budgetary constraints

5. Project management

To proactively work with the Library Senior Management Team and other University stakeholders to agree the scope and shape of projects and programmes to deliver innovative and efficient library services.
• Provide project leadership and programme management including management of project team members and the initiation, co-ordination and activity management to successful delivery
• Manage all aspects of the project and programme lifecycle including planning, delivery, benefits realisation and closure
• Contribute as a project team member as appropriate

6. To ensure that good communication and working relationships are maintained with key contacts, both internal and external
• Build and maintain key contacts in other sections of the Library
• Build and maintain key contacts in Schools and Professional Services to ensure that our services are integrated across the University
• Attend meetings with key suppliers providing feedback on performance and resolving operational issues
• Represent the University of Nottingham Library at national groups and forums to ensure currency on relevant services, systems and developments

7. To actively keep up to date and pursue a programme of personal development, including the development of specialist skills where required.

8. Any other duties appropriate to the level and role

Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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| **Qualifications/Education** | • Educated to degree level (or equivalent)  
• Postgraduate qualification in librarianship or information studies | • Chartered membership of CILIP |
| **Knowledge/Skills/Training** | • 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  
• Demonstrable knowledge/experience of materials acquisition in an HE library environment  
• Demonstrable familiarity with: Library management systems, modern modes of scholarly publishing, purchasing and procurement | • Presentation skills  
• Working knowledge of library management systems  
• Working knowledge of relevant areas of a University  
• Proficiency in one or more foreign languages  
• Knowledge of accessibility issues and their application to library resources |
- Ability to work accurately and pay attention to detail
- Negotiating and influencing skills
- 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

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<th>Experience</th>
<th>Other</th>
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<td>• Significant experience of working in a team environment, supporting colleagues and sharing expertise</td>
<td>• Demonstrable ability to identify new opportunities and creative solutions</td>
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<td>• Substantial experience of staff management</td>
<td>• Experience of leading/motivating project teams</td>
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<td>• Experience of motivating and directing colleagues</td>
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<td>• Experience of working to deadlines and dealing with unforeseen issues and changing circumstances</td>
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<td>• Experience of contribution to strategic planning</td>
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<td>• Demonstrable/proven project management skills</td>
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<td>• Experience of working with colleagues from a range of professional backgrounds</td>
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<td>• Experience of high level influencing and negotiation</td>
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<td>• Experience of working across organisational boundaries</td>
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<td>• Experience of budget management</td>
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<th>Expectations and Behaviours</th>
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The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential:

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<th>Valuing People</th>
<th>Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.</th>
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<td>Taking ownership</td>
<td>Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.</td>
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<td>Forward Thinking</td>
<td>Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.</td>
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<td>• Demonstrable critical thinking and problem solving skills</td>
<td>• Understanding of the information requirements and information-seeking behaviour of students and researchers</td>
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<td>• Enthusiastic and proactive ‘can do’ approach</td>
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<td>• Team player and willingness to be flexible and adaptable, to both audience and priorities</td>
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<td>• Customer focused</td>
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Professional Pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always Inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Decision Making

i) **taken independently by the role holder**
- Authorisation of book, periodical, and binding purchases
- Scheduling of work within agreed deadlines
- Prioritisation of own workload
- Prioritisation, planning, organisation, and allocation of the Team’s workload
- Agree timescales, deliverables and set appropriate service levels for work done by the Team, to meet agreed process and policy decisions
- Identification of staff training and development requirements for the Team
- Determining the need for additional staff and resourcing
- In emergency, or in absence of Line Manager, to provide immediate support or problem resolution when necessary
- Anticipating difficulties, where they might arise and taking proactive measures to minimise their impact – identifying resource requirements to resolve any issues (people, technological solutions, etc.) as appropriate

ii) **taken in collaboration with others**
- Purchase of multi-disciplinary resources (eg electronic book or journal packages)
- Identification and integration of new techniques or processes for enhancing materials acquisition.
- Deadlines and priorities within projects
- Changes in systems which impact Library services
- Strategic training requirements for the Team as a whole
- Implementation of standards and procedures for the Team
- Changes to systems to enhance functionality, or resolve problems, that require information from or affect other groups or teams within the Library

iii) **referred to the appropriate line manager (Associate Director) by the role holder**
- Approval to attend external meetings and courses
- Promotions and re-gradings
- Formal disciplinary issues and grievances
- Issues significantly impacting on the work of other Groups, Teams or Sections, or affecting strategic University-wide projects

Additional Information

Head of School/Department (or nominee):

Date completed: