



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.

The librarian will have line management responsibility for a team of professional staff engaged in cataloguing print and electronic library materials. The team also validates research articles deposited in the institutional repositories against REF, funder and publisher requirements.

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 with a strong focus on offering a consistently excellent service.

	Main Responsibilities	% time per year
1.	Staff management and leadership <ul style="list-style-type: none">• 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	20%

	<ul style="list-style-type: none"> • Lead selection, recruitment and training of staff as required 	
2.	<p>Resource discovery and metadata management</p> <ul style="list-style-type: none"> • Use an innovative approach to metadata management in order to facilitate discovery of information resources and to enhance the user experience of library services • 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 	30%
3.	<p>Research outputs</p> <ul style="list-style-type: none"> • Support the management of research outputs (text and data) on behalf of University of Nottingham researchers developing and implementing procedures 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 as required by research council and REF eligibility requirements • Develop and maintain processes for the electronic management and publication of PhD theses 	30%
4.	<p>Continuous performance improvement</p> <ul style="list-style-type: none"> • Develop and implement metadata and cataloguing processes to improve service efficiency and effectiveness and undertake regular reviews to ensure service efficiency and effective discovery of our resources • Ensure an optimal configuration of the cataloguing workflows within the library management system in consultation with the Digital Library Support Librarians • Actively demonstrate a commitment to high quality service delivery liaising with staff across the department to provide an integrated and consistent service 	15%
5.	<p>Personal development</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Educated to degree level (or equivalent) • Library and information studies qualification or equivalent, or extensive relevant experience 	<ul style="list-style-type: none"> • Chartered membership of CILIP

Knowledge/ Skills/Training	<ul style="list-style-type: none"> • Thorough knowledge of cataloguing and metadata standards • Understanding of underlying functioning of library management systems and Research Information Systems • Knowledge of scholarly communications processes, publishing and Open Access policies • Knowledge and understanding of the research environment in higher education • 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 • Ability to communicate at all levels and excellent interpersonal skills 	<ul style="list-style-type: none"> • Presentation skills • Negotiating and influencing skills • 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 • Familiarity with Ex Libris library management systems
Experience	<ul style="list-style-type: none"> • Significant experience of working in a team environment, supporting colleagues and sharing expertise • Demonstrable ability to identify new opportunities and creative solutions • Experience of working across organisational boundaries 	<ul style="list-style-type: none"> • Demonstrable/proven project management skills • Experience of staff management
Other	<ul style="list-style-type: none"> • Critical thinking and problem-solving skills • Enthusiastic and proactive customer focused approach 	<ul style="list-style-type: none"> • Understanding of the information requirements and information-seeking behaviour of students and researchers

Expectations and Behaviours

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:

Valuing People	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.
Taking ownership	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.
Forward Thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
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.



The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all