

Job Description

Position Details	
Faculty/Directorate	Academic Services
School/Department	Library Services
Team	Content and Collections
Job Title	Poetry Library Co-ordinator
Grade	5
Hours of Work	Full time
Contract Duration (Perm/Fixed Term)	Fixed term until July 31st 2022
Reports To (Job Title)	Collection Services Manager
Responsible For (Job Title)	N/A

Principal Accountabilities
<p>You will support the development and management of a high-quality Poetry Library collection which contributes to an excellent student experience, supports the research needs of the institution, enhances the quality of the Library and achieves best value for money.</p> <p>You will create and amend catalogue records (using AACR2 and MARC21) and classify items (using DDC).</p>

Key Tasks
<p>Service Delivery</p> <p>Support the sourcing, purchasing, provision and access of print books, through our agreed framework suppliers or direct through publishing houses or 2nd hand suppliers</p> <p>Support the development and implementation of workflows and processes for the effective and efficient acquisition, management and access of content and collections</p> <p>Contribute to the management, preservation and care of the printed collections</p> <p>Create purchase orders and process payments</p> <p>Create and modify metadata for the library management system.</p>

Support the management and circulation of the collection by advising on appropriate circulation policies and establishing these in liaison with the Digital and Research Services team.

Develop and maintain a good knowledge of systems, policies and processes to ensure effective collection development and maximise relevance and usage of content and collections

Manual handling, including moving trolleys and handling books

Teamwork and Liaison

Plan and organise own work, working flexibly to adapt to the changing priorities and needs of the team

Liaise with colleagues in the Digital and Research Services team to ensure effective processes and workflows

Liaise with colleagues in the Poetry Library Team over the acquisition and delivery of essential resources for teaching, learning and research

Liaise with suppliers over the provision of content and services

Liaise with the Finance department to ensure effective financial administration

Share in Library Services' culture and ways of working

Networking

Participate in relevant networks to share best practice and keep up to date with current and emerging developments in content and collections management, using this knowledge to help ensure the Library is sector leading.

Special Features

Owing to the particular responsibilities of the post, there will be some times of the year when it will either not be possible for the post holder to take annual leave, or be necessary to limit the amount of annual leave that can be taken.

Some UK travel may be required, as appropriate.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider,

Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skill & Abilities	1.1	Excellent oral, written and interpersonal skills with the ability to communicate with colleagues at all levels	E
		1.2	Excellent teamwork and collaboration skills	E
		1.3	Able to organise, prioritise and manage own workloads, and deliver effectively and on time	E
		1.4	Proactive and flexible approach, able to respond to changing priorities	E
		1.5	Able to use initiative and work unsupervised, asking for help and support when needed	E
		1.6	Excellent analytical and problem-solving skills	E
		1.7	Excellent administrative and IT skills, including MS Office applications, library and finance systems, and web-based services	E
		1.8	Numeracy skills and confidence in arithmetic and basic statistics	E
		1.9	Commitment to excellent customer service	E
2	General & Specialist Knowledge	2.1	Knowledge of Library Services strategy and services.	E
		2.2	Knowledge of the issues and context within which UK higher education operates.	E
		2.3	Understanding of the changing role of libraries within higher education	E
		2.4	Knowledge of cataloguing and metadata standards and classification schemes	E

3	Education & Training	3.1	Degree or equivalent qualification, or equivalent experience at a comparable level	E
		3.2	Professional qualification in Library or Information Management or a related discipline	D
4	Relevant Experience	4.1	Experience of library or collections work	E
		4.2	Experience of customer focused service provision	E
		4.3	Experience of working in a team	E
		4.4	Experience of cataloguing scholarly resources using AACR2/RDA and MARC21 format.	E
		4.5	Experience of financial administration and relevant systems, eg. Barclaycard Management System	D
		4.6	Experience of using library management systems	D
5	Special Requirements	5.1	Evidence of, and commitment to, ongoing personal and professional development.	E
		5.1	A commitment to equality and diversity policies and objectives.	E
		5.2	The ability to travel as necessary within the UK.	E
Date of Revision		October 2021		