



# Acquisitions, Metadata, and Scholarly Communications Manager



## ROLE DESCRIPTION

### GRADE

Grade 5

### LOCATION

Merchiston campus,  
Edinburgh

### LINE MANAGER

Learning and Research  
(LARS) Manager

### ROLE SUMMARY

To manage staff and processes concerned with the efficient and effective acquisition of learning resources and other goods. To ensure effective resource discovery tools are available to customers through high quality bibliographic tools and services. To co-ordinate and deliver a range of scholarly communication services, including a leading role with Research Repository, Open Access guidance and other related aspects.

### LINE MANAGEMENT RESPONSIBILITY FOR:

This role has line management responsibilities for Resource Assistants, Information Auxiliaries, Project Assistants and any other roles as appropriate.



## MAIN DUTIES AND RESPONSIBILITIES

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- To implement, co-ordinate, manage and develop acquisitions, including document delivery, and metadata creation procedures for the benefit of customers, to meet published service standards and to ensure value for money.
- To create metadata to meet customer needs by cataloguing, classifying and indexing Information Services holdings, as appropriate, to agreed established professional standards and to advise on these standards
- To be responsible for ensuring that all relevant authority files and indexes are maintained to the agreed standards.
- To be responsible for the maintenance of cataloguing standards and developments.
- To identify and liaise with appropriate suppliers and advise on supplier specification and selection to achieve best value for money and level of service.
- To attend and input to meetings of HE and other consortia relevant to the supply of materials and/or metadata creation.
- To advise and work with Information Services staff on the proper use of acquisitions and metadata services and systems in order to assist promotion and exploitation by customers.
- To take a leading role in the delivery of Research Repository services, Open Access advice and other aspects of scholarly communication
- To advise the LARS Manager on relevant developments that will enhance the service provided by Information Services.
- To identify opportunities for improvements and service developments and to contribute to departmental planning.
- To actively seek customer views of services, operations and facilities and to suggest improvements to services based on knowledge of customer requirements
- To monitor the quality of procedures and performance relating to acquisitions or metadata creation, produce reports and undertake appropriate action
- To operate all systems relating to the acquisitions and metadata creation processes.
- To effectively line manage staff undertaking acquisitions , metadata creation, and repository work and to schedule their activities. Develop and encourage a high performing, highly motivated and engaged team.
- Participate and lead on (for your team) the universities My Contribution process, ensure staff have clear objectives, which are reviewed through a regular discussions and feedback.
- To be familiar with University financial management and reporting processes and to liaise with Learning and Research Services Manager on matters relating to the upkeep and accuracy of budgetary information.
- To assist other members of the RA team in their duties, as required
- To participate in research, project and development work to enhance Information Services
- To represent Information Services in appropriate meetings



- To undertake other tasks appropriate to the job functions
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



**PERSON SPECIFICATION**

	ESSENTIAL	DESIRABLE
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**EDUCATION / QUALIFICATIONS**

• Graduate or equivalent.	✓	
• Qualified Librarian.	✓	
• Chartered Member of CILIP.		✓

**SKILLS / EXPERIENCE**

• Demonstrable experience in acquisitions or bibliographic related role.	✓	
• Developed familiarity with automated library environment and e-resources.	✓	
• Developed experience of working with bibliographic standards, cataloguing and classification and other metadata work.	✓	
• Demonstrable experience of working with leading Library Management Systems.	✓	
• Experience of working in a customer-led environment.	✓	
• Demonstrable experience of scholarly communications work.	✓	
• Demonstrable knowledge of Open Access issues.	✓	
• Experience of relevant work in FE or HE sector.	✓	
• Excellent communication and interpersonal skills.	✓	
• A demonstrably collaborative approach to work, including working across immediate teams.	✓	
• Excellent IT skills.	✓	
• Demonstrable leadership skills.	✓	
• Commitment to innovation and service development.	✓	
• Evidence of strong customer focus.	✓	
• Self-motivated and ability to work on own initiative.	✓	



	ESSENTIAL	DESIRABLE
• Excellent organisational & problem-solving skills.	✓	
• Proven ability to train others effectively in a range of role related activities.		✓
• Excellent presentation skills.		✓
• Knowledge of electronic resources and their management and exploitation.		✓
• Experience of Customer Service Excellence.		✓