



JOB DESCRIPTION

Job Title:	Research Materials Officer
Faculty/Professional Directorate:	University Library
Subject Group/Team:	Academic Library Services Team
Reporting to:	Academic and Library Specialist (Research Outputs)
Duration:	Continuing
Job Family:	Library
Pay Band:	5
Benchmark Profile:	Administrator (Library) Band 5
DBS Disclosure requirement:	No
Vacancy Reference:	n/a

Details Specific to the Post

Background and Context

The University Library is responsible for the development, delivery and coordination of all Library and associated scholarly services for the University. The vision for the University Library is for students and staff of the University to get access to and be able to use the knowledge they need to inform and support their teaching, learning, research and knowledge exchange. This is achieved through the provision of value-adding services that support the acquisition, discovery and location, use and re-use, sharing, curation, preservation, application, and evaluation of that knowledge.

To enable this vision the University Library is structured into three teams, each constituting a pillar of core Library activity: Customer Experience & Insight, Collections Development, and Academic Library Services. The Academic Library Services team provides a range of study skills support, curriculum development, technology, and research support services for students and staff, our customers across the University. The student focus of the team is to provide core academic skills support at all levels of study, from foundation to research. This involves aspects of resource development, curriculum delivery and general academic skills advocacy. Working with staff, the team provides consultancy advice for curriculum development from strategic programme development and design, to curriculum delivery and student feedback, as well as TEF reporting. Support for staff and students' research activities and outputs is also a key service.

The role of Research Materials Officer is to provide a high level of support within the Academic Library Services Team within the following areas:

- The maintenance and enhancement of the University's research output records and collections, guided by institutional reporting and compliance needs and open research principles

- On a project basis, the organisation, cataloguing, and delivery of library materials and institutional digital collections (in conjunction with the Collections Development Manager);

Main duties

- Assist the Academic and Library Specialist (Research Outputs) in the delivery of 'research outputs management and dissemination'.
- Processing and quality control of research output records and materials, incl. theses, through the University's research information system.
- Enquiry support for researchers and research administrators re: effective use of the research information system
- Support compliance with internal and external open research policies, liaising with researchers and publishers as required re: licence terms for research outputs.
- Contribute to the development and implementation of standards and guidance on metadata quality for research outputs/digital collections/library collections as required.
- Quality control of records for consistency through maintenance of appropriate authority headings.
- Metadata enhancements to facilitate utilization of research output records and materials by other internal and external systems.
- Providing and reporting on data related to the role to support University research management.

GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

Overall Purpose of the Role

- The role holder:
 - Will provide administrative support to staff, students and more senior colleagues
 - Will have practical working knowledge of the system/process/operating environment gained through formal instruction and/or experience
 - Will plan and prioritise own work and will be required to delegate work to others within agreed objectives
 - May have specific responsibility for a clearly defined section or sub-section of work and will use initiative within the boundaries of the role in line with University policies and procedures. This will include the discretion to deal with non-routine queries and/or issues but more complex situations will be referred to senior colleagues

Main Work Activities

Communication

- Assist in the preparation and collation of written documents for circulation
- Take notes and produce formal minutes at meetings when required
- Format and edit publications
- Draft and type formal documentation
- Compile procedural manuals and other University documentation
- Provide information, advice and support to students, academics, colleagues and others external to the University
- Administrative planning and execution of projects

Teamwork

- Can supervise the work of others
- Provides advice and guidance to other members of the team
- Work collaboratively with relevant teams across the department

Service Delivery

- Provide administrative support to colleagues including academic and administrative staff
- Provide administrative support to specific projects as required
- Develop and manage office systems to improve the efficiency and effectiveness of the Department

- Administer procedures relating to the work

Planning and Organisation

- Organise and represent the area and University at events
- Plan, delegate and monitor the work of the team to ensure work is completed to schedule
- Co-ordinate departmental processes in conjunction with senior colleagues
- May be expected to organise, prepare and service committees as appropriate

Analysis/Reporting

- Record data and produce regular reports as required using Microsoft Office, other software and systems
- Create spreadsheets to record relevant information
- Maintain, monitor and interpret information
- Provide statistical information to be included in relevant reports
- Use databases (internal/external) to support the work of the department

Additionally, the post holder will be required to:

- Fulfil the employees' duties described in the University's health and safety policies and cooperate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
- Comply with University regulations, policies and procedures

COMPETENCY SPECIFICATION

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

The Competencies set out below are essential and are core requirements needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

Competency	Identified by
Knowledge and Experience	
Has a good general education to A Level or equivalent level, showing clear evidence of literacy and numeracy.	Application/Interview
Can demonstrate the ability to use a broad range of products from the Microsoft Office suite and have the ability to learn new systems and software.	Application/Interview
Knowledge and experience of international cataloguing standards appropriate to the materials being curated	Application/Interview
Knowledge and experience of managing metadata records for non-MARC collections, e.g., research outputs and digital collections	Application/Interview
Experience of engaging in continuous professional development to keep up-to-date with approaches to use of metadata and how this is used to support access.	Application/Interview
Communication (Oral)	Interview
Can demonstrate the ability to exchange basic information promptly and in a courteous and effective manner to students, colleagues, line managers and external contacts.	
Communication (Written)	Application
Can demonstrate the ability to provide information in a suitable format so that the others' needs are met and adjusts the level of content to help others understand.	
Teamwork and Motivation	Application/Interview
Can demonstrate the ability to lead the team. Clarifies priorities and ensures they are understood by team members.	
Liaison and Networking	Application/Interview
Can demonstrate the ability to work with others outside the immediate area to ensure that accurate information is passed on promptly to the most appropriate people to improve working practices.	

Service Delivery

Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory.

Application/Interview**Planning and Organisation**

Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress.

Application/Interview**Initiative and Problem-Solving**

Can demonstrate the ability to solve standard, predictable problems in accordance with procedures and precedent.

Application/Interview**Analysis/Reporting**

Can demonstrate the ability to use appropriate sources of data to answer questions, gather data systematically and carry out basic analysis accurately and methodically.

Application/Interview