

Job Description and Person Specification

Last updated: 26 January 2021

JOB DESCRIPTION

Post title:	Reading List Manager		
Academic Unit/Service	Library Services (Collections, Technologies and Systems)		
Faculty:	Library and Arts		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	Head of Collections Acquisitions and Discovery		
Posts responsible for:	Direct reports – MSA2B Principal Library Assistant Indirect reports – MSA2A Library Assistants		
Post base:	Office-based		

Job purpose
To support the Library's delivery of an effective reading list service to academic staff and students, by co-ordinating and developing efficient and effective workflows for reviewing online reading lists and the timely acquisition of associated reading list resources.

Key accountabilities/primary responsibilities	% Time
1. To oversee the reviewing of online reading lists by relevant Library staff to ensure that reviews are completed and reading list resources are made available in a timely manner. To develop, supervise and document clear and efficient workflows for reviewing online reading lists and managing their continuous progression. To develop ways in which appropriate Open Access resources can be identified and incorporated within reading lists.	25%

Key accountabilities/primary responsibilities	% Time
2. To co-ordinate the scanning workflow for reading list items - assigning requests and items to be scanned to appropriate staff, and ensuring scans are uploaded to the reading lists system in a timely manner. To supervise the digitisation request process, including the timely resolution of request referrals, in accordance with the Copyright Licensing Agency (CLA) Higher Education Licence. To oversee the annual 'rollover' of scans on the system in accordance with Copyright Licensing Agency (CLA) guidelines, liaising with other relevant library staff as appropriate. To be responsible for running reports for reporting requirements under the Copyright Licencing Agency Higher Education Licence in order to ensure that content shared with students is in accordance with the Higher Education Licence.	25%
3. To investigate and resolve more complex queries arising from reading list reviews and to liaise with Academic Engagement Librarians on queries which require further investigation or input from academic staff. To train all relevant Library staff involved in reviewing reading lists and ordering of reading list resources, including identifying training needs and producing relevant documentation. To work, maintain and create online guidance and developing face to face workshops for library staff to support the use of online reading lists, particularly in regard to system upgrades or changes. To regularly gather and present to key stakeholder's data on reading lists and reading list expenditure usage and uptake of online reading lists.	20%
4. Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback.	10%
5. To build relationships with relevant stakeholders to ensure that the reading lists system is exploited to its upmost potential e.g. Talis Aspire, iSolutions, E-Learning, Centre of Higher Education Practice (CHEP). To keep up to date with developments in reading lists software and reading list creation so students gain as much as they can from their reading lists.	10 %
6. To participate in projects and working or task and finish groups, representing the Library both internally and externally. Contribute to strategic and operational policy and planning activities for the Library as a whole. To participate in, and lead on as required, cross-Library projects and initiatives to develop, review and build upon current and future services and support with particular reference to acquisitions and reading lists. To participate in the welcome week, open days and other library events, as required, answering general enquiries from library users.	5%
7. To undertake any such other Library duties as may reasonably be assigned, including participation in rotas for evening and weekend duties, as required.	5%

Internal and external relationships
Departmental and University senior management Other members of the department External customers Relevant suppliers and external contacts Faculties and Professional Services.

Special Requirements
• Requirement to provide training in other environments e.g. teaching spaces across UK campus sites. • There may be occasions where you may be required to work outside of your normal working hours. • Post holders may be asked to work at various campus locations to support the delivery of their role.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Undergraduate degree in relevant discipline. Good IT skills including a good proficiency with using Office 365 applications. High level of numeracy and ability to retrieve, organise, analyse and present quantitative data. Experience of using an online reading list system in support of library resource provision. Proven experience of planning and progressing work activities with exceptional attention to detail. Experience of providing information and advice to a range of service users. Experience of developing high quality, interactive learning materials, both physically and virtually. Knowledge of Library Services platforms and E-resources. Good working knowledge of the Copyright Licensing Agency's CLA HE Licence in relation to the delivery of digitised content from published materials	Postgraduate qualification in Library and Information Science or equivalent. Experience of using or familiarity with Talis Aspire systems. Knowledge of electronic resources authentication systems in Higher Education. Familiarity with book and/or serial supply chain in Higher Education libraries. Good working knowledge of the Copyright Licensing Agency's CLA HE Licence in relation to the delivery of digitised content from published materials. Knowledge of delivering reading lists materials in accessible alternative formats.	
Planning and organising	Able to seek opportunities to progress a broad range of activities within guidelines and in support of University policy. Able to manage own time and workload effectively including adapting to changing situations and	Experience of successful project management.	

	reflecting these changes in their approach.		
Problem solving and initiative	Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.		
Management and teamwork	Able to proactively work with colleagues in own and other work areas to achieve outcomes.		
Communicating and influencing	Excellent communication and interpersonal skills, with the ability to liaise and network with staff at all levels within the Library and across the University. Able to provide accurate and timely specialist guidance on complex issues. Able to use influencing and negotiating skills to develop understanding and gain co-operation.		
Other skills and behaviours	Analytical skills and an evidence-based approach to problem solving A high level of attention to detail and accuracy and the ability to work methodically. Commitment to a high standard of user-focused service delivery.	Customer service experience. Willingness to explore and implement new technologies and share good practice with colleagues.	
Special requirements	Commitment to providing a library service which reflects the equality and diversity of our community. Awareness of health and safety standards and have the ability to cope with the physical demands of the work (manual handling, DSE regulations, for example)		

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☐ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasional y (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles (eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others