

Job Description and Person Specification

Last updated: 23 June 2021

JOB DESCRIPTION

Post title:	Metadata & Discovery Senior Library Assistant		
Academic Unit/Service:	Library Services (Collections, Technology and Systems)		
Faculty:	Library and Arts		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	2B
*ERE category:	n/a		
Posts responsible to:	MSA3 Principal Library Assistant and MSA4 Discovery Manager		
Posts responsible for:	N/A		
Post base:	Office-based		

Job purpose
The post holder will create and maintain metadata for all Library content according to current and legacy standards and local variations, applying expert knowledge of bibliographic metadata standards to ensure the quality and accuracy of records created in-house or sourced from external suppliers; applying specialist knowledge to the cataloguing and classification of materials to enable their discovery and access. The role requires communication with users and colleagues, handling complex requests, organising and prioritising work to ensure operational effectiveness, a high level of competence using Library and external IT systems for managing information, enquiry handling and collaboration with colleagues from teams across the Library.

Key accountabilities/primary responsibilities	% Time
1. Effective cataloguing, classification and associated metadata creation to optimise the discovery of library assets, including print and e-resources in the Library's catalogue, and through other discovery channels; applying an understanding of approved standards (current and legacy) and their local application (e.g. MARC, Anglo-American Cataloguing Rules, RDA, Library of Congress and other relevant classification schemes)	50 %
2. Make effective use of the Library Management System and related software applications (including reading lists system, discovery system); support the University's research strategy through quality assurance in the institutional repository and related systems, adhering to approved metadata standards.	15 %

Key accountabilities/primary responsibilities		% Time
3.	To collaborate with colleagues to provide specialised advice and guidance relating to metadata and discovery of library content and collections; organise, prioritise and process enquiries as necessary and refer on as appropriate; provide coaching and training to colleagues as required.	10 %
4.	Participate in and contribute to the work of the Collections Technologies and Systems Team via meetings and briefings to ensure policy is understood and applied consistently to ensure an effective service.	5 %
5.	Supervise a range of standard, routine activities ensuring work is carried out according to agreed deadlines and quality standards. Overseeing the work of others (directly or indirectly) as an experienced team member. Providing guidance and advice to relevant colleagues through on-the-job training/coaching to help them acquire skills and experience.	5 %
6.	To contribute towards the development of processes and workflows, providing expertise and analysis to inform new ways of working, and contributing towards a culture of continuous improvement.	5 %
7.	To monitor and control the quality of digital content in a range of formats, including image, text, and multimedia; to edit and maintain web pages ensuring accurate information about Library collections and services.	5%
8.	Any other duties as allocated by the line manager following consultation with the post holder.	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
• Post holders may be asked to work at another campus location to support the delivery of their role and maintain library operations, following consultation with your line manager. • Occasional requirements to work outside your normal working hours (which may include evenings or weekends) in negotiation with your line manager. • Demonstrate Southampton University behaviours (Embedding Collegiality – see Appendix 1)

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds. Previous work experience within an administrative role. Able to demonstrate a sufficient knowledge of work systems,	Experience of Library or publisher IT systems for the management of content and collections Experience of monitoring a small scale budget	Application, Interview and presentation of certificates.

	equipment processes and standard IT packages. Able to demonstrate a good knowledge of the role and its context. Ability to produce clear, accurate and concise written documentation. Experience of analysing data and presenting summary information clearly. Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate, and communicate	Expertise in the use of relevant library systems	
Planning and organising	Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events. Ability to work well with minimum supervision.		Application and interview
Digital	Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate and communicate.	Expertise in the use of relevant Library systems.	
Problem solving and initiative	Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.		Application and interview
Management and teamwork	Able to contribute to team efficiency through sharing information and constructively supporting others. Able to ensure any staff managed or supervised are focuses on allocated tasks and aware of service standards. Ability to effectively allocate work and check the work of others ensuring required service standards and deadlines are met. Ability to adapt well to change and service improvements. Cooperative team working and participation in effective team collaborations to meet business need(s) requirements	Previous supervisory experience	Application and interview
Communicating and influencing	Able to seek and clarify detail. Experience of providing advice on administrative procedures to colleagues and external customers. Able to demonstrate own duties to other colleagues as required.		Application and interview
Other skills and behaviours	To actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.		Application and interview

Special requirements			

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	Occasionally (<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