

Job Description and Person Specification

Last updated: June 2017

JOB DESCRIPTION

Post title:	Metadata and Discovery Principal Library Assistant		
Academic Unit/Service:	Library Services (Collections, Technology and Systems)		
Faculty:	Library and Arts		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
*ERE category:	n/a		
Posts responsible to:	Discovery Manager (MSA4)		
Posts responsible for:	MSA2b Senior Library Assistants		
Post base:	Office-based/Non Office-based (see job hazard analysis)		

Job purpose
The post holder will supervise the cataloguing and describing of all library content, including but not limited to, acquired, licensed, open-access, and university produced resources. Ensures bibliographic maintenance standards are met according to library policies and procedures. To oversee, train and develop the work of a team, including cataloguing and metadata roles to optimise the discovery of all library content, and the delivery of customer service excellence.

Key accountabilities/primary responsibilities	% Time
1. To supervise the creation and maintenance of metadata for all library content, including conformance to bibliographic guidelines and standards, updating relevant advice and guidance (e.g., LibGuides) and the optimisation of metadata to enhance discovery. To oversee the work of the team of cataloguing and metadata roles to perform copy cataloguing, authority control and performing original descriptive cataloguing and metadata creation determined by library policies and procedures. To collaborate with colleagues to enhance the discovery of scholarly resources provided by library services.	40 %
2. Supervise a team of staff, allocating and prioritising their work and monitoring individual progress and performance in line with this, to contribute to the achievement of the Library Services objectives. Overseeing the work of others (directly or indirectly), providing guidance and coaching relevant colleagues through on-the-job training to help them acquire skills and experience. Actively engage in the appraisal process to create an environment which values achievements, celebrates success, delivers balanced feedback, and enables improvement.	15%

Key accountabilities/primary responsibilities		% Time
3.	Provide support to the team of cataloguers and metadata specialist with expert knowledge of current and emerging bibliographic standards (such as MARC, AACR2, FRBR, and RDA), taking responsibility for metadata quality, using specialist knowledge to resolve complex queries and issues, and providing training to support development of skills and capacities.	15 %
4.	To review new techniques and workflow optimisations and make recommendations for implementation. To plan and deliver relevant cataloguing, discovery and metadata projects in response to changing priorities and conditions.	10%
5.	Liaise with external suppliers supplying bibliographic records as part of the acquisition or licensing process, ensuring delivery and timely receipt of accurate records, and resolving issues with their quality or interoperability with local standards or systems	5 %
6.	To provide advice and guidance on the use and interoperability of metadata standards between library and other institutional systems, for example the various library discovery services, reading list system, other digital asset management systems, institutional repository or integration of discovery functions within virtual learning or research environments; support the University's research strategy through quality assurance in the institutional repository and related systems, adhering to approved metadata standards	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 such as stock management suppliers, building contractors Faculties and Professional Services

Special Requirements
- Occasional requirements to work outside your normal working hours (which may include evenings or weekends) in negotiation with your line manager. - 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. - 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 HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training Ability to apply a comprehensive understanding of relevant University and Library policies and procedures Ability to accurately analyse and interpret complex quantitative and qualitative data, allocating work on the basis of the analysis Ability to make effective use of computer systems including library management systems Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate, and communicate.	Knowledge and experience of a range of current and emerging library metadata standards Experience of supervising library collections management processes Expertise in the use of relevant library systems	Application, Interview and presentation of certificates.
Planning and organising	Able to plan and organise own work and that of others with minimal supervision. Ability to successfully plan and deliver administrative, support or service related projects over a given time period.		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.	Application and interview
Problem solving and initiative	Able to identify and solve problems by applying judgement and initiative and by suggesting improvements in working methods.		Application and interview
Management and teamwork	Able to solicit ideas and opinions to help form specific work plans. Able to positively influence the way a team works together. Able to ensure staff are clear about changing work priorities and service expectations. Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. Cooperative team working and participation in effective team collaborations to meet business need(s) requirements		Application and interview
Communicating and influencing	Proven record of good communication and interpersonal skills.		Application and interview

	Able to influence positively and proactively in negotiating solutions with others in the broader team. Able to adapt communication style to suit different audiences and to use appropriate media channels to develop and deliver information to varied user communities.		
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
Matric Working	Cooperative team working and participation in effective team collaborations to meet business need(s) requirements.		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