

Acquisitions Co-ordinator

Faculty / Department:	Library & Learning Resources	Grade:	SO1: <i>Salary range</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Reading Resources Manager	Responsible for:	Library Assistant(s)

Job Purpose

This post supports Reading Resources Manager in developing and co-ordinating the processes and workflows of acquiring library materials, including print and electronic monographs, from ordering, to payment, receipt and/or activation for access and processing of physical materials.

This post is responsible for monitoring the efficient fulfilment of acquisitions orders and the progress of acquisitions spend.

This post co-ordinates the implementation of new acquisitions models, supporting teaching and learning needs and achieving best value-for-money.

This post serves as the subject expert of acquisitions, resolves enquiries from service users and stakeholders and co-ordinates related projects.

This post line manages Library Assistant(s).

Main Activities and Responsibilities

1. Develop and co-ordinate the processes and workflows of acquiring library materials, including print and electronic monographs, from ordering, to payment, receipt and/or activation for access.
2. Work closely with internal stakeholders to evaluate the cost effectiveness of sector-wide framework agreements and acquire print and electronic monographs within the University Procurement framework.
3. Work with Metadata Co-ordinator to ensure the availability of metadata records for enabling discovery.
4. Investigate, manage and resolve enquiries relating to acquisitions, access and discovery of acquired items from library users and stakeholders.
5. Collect, evaluate, analyse and present usage data of library collections to inform acquisitions decisions.
6. Co-ordinate the delivery of projects relating to the provision of library collections.
7. Be responsible for staff line management, overseeing their training, setting objectives and assessing performance as part of the annual appraisal process.
8. Maintain effective relationships with suppliers, other University departments such as IT, Procurement and Finance.
9. Maintain and develop knowledge of own subject fields. Monitor innovations and trends to contribute towards L&LR service development.

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. A good general standard of education, at least GCSE or equivalent	Application Form / Support Statement / Interview
2. Procurement or acquisitions experience, preferably in a library experience	Application Form / Support Statement / Interview
3. Experience of managing or controlling a budget.	Application Form / Support Statement / Interview
4. Demonstrated knowledge and understanding of copyright legislation at national and international levels.	Application Form / Support Statement / Interview
5. Strong service user focus and values.	Application Form / Support Statement / Interview
6. Ability to interpret, assimilate and communicate complex information to a range of internal and external stakeholders.	Application Form / Support Statement / Interview
7. Ability to work on own initiative and in a team environment.	Application Form / Support Statement / Interview
8. Experience of line management, including recruitment, team development and performance assessment.	Application Form / Support Statement / Interview
9. Ability to establish and maintain effective working relationships with library staff, University departments and other service stakeholders.	Application Form / Support Statement / Interview
10. Proactive and positive attitude to service delivery and continuous service improvement.	Application Form / Support Statement / Interview
11. Excellent digital literacy, being able to use word processing, spreadsheet and communication applications, e.g. Microsoft Word, Excel, Outlook, Teams and willing to learn and explore new tools and technologies relevant to the role	Application Form / Support Statement / Interview
Desirable Criteria	
12. Experience of working with library technologies in higher education libraries, including library management system, resource management system, digital content storage service etc.	Application Form / Support Statement / Interview
13. Experience of project working, either in a project manager role or as a member of a project team.	Application Form / Support Statement / Interview
14. Knowledge of acquisitions models in the commercial marketplace for the Higher Education environment.	Application Form / Support Statement / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.