

**Metadata Co-ordinator**

Faculty / Department:	Library and Learning Resources (L&LR)	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:	Systems, Access & Discovery Manager	Responsible for:	Library Assistant(s)

Job Purpose

This post supports the Systems, Access & Discovery Manager in ensuring the discoverability of all information resources, irrespective of format, through high-quality and standardized metadata description and through seamless integration of metadata from various library systems into a unified discovery layer. This post oversees the cataloguing of a wide range of library materials, including print monographs, serials, e-resources, subscribed e-content, research outputs and Cultural Collections.

This post provides guidance on metadata creation and enhancement, authority control and vocabularies, ensuring a uniform approach and consistent metadata quality across various standards and systems, and ease of access and discovery for all users.

This post serves as the subject expert of metadata management and cataloguing, resolving enquiries from service users and stakeholders and co-ordinating metadata-based or collection management projects.

This post line manages Library Assistant(s).

Main Activities and Responsibilities

1. Manage metadata for a wide range of information resources (monographs, serials, databases, DVDs, theses, etc.) in both physical and digital formats and various languages.
2. Ensure adherence to recognised standards for descriptive metadata (e.g. RDA, AACR2, MARC21), controlled vocabularies (e.g. LCSH, Name Authorities), classification schemes (e.g. DDC) and interoperability (e.g. Z39.50). Coordinate the planning for transition to new standards as required.
3. Oversee the quality of both created and acquired metadata, according to internal quality guidance and agreed service standards with external suppliers.
4. Contribute to developing and maintaining metadata and cataloguing policies and procedures.
5. Collaborate with other library functional areas to address metadata and discoverability problems, concerns, and questions.
6. Co-ordinate the planning and delivery of data improvement or collection management projects.
7. Evaluate and implement emerging applications and metadata standards, with the goal of improving metadata quality and fostering workflow efficiency and innovation.
8. Be responsible for line management of staff, overseeing their training, setting objectives and assessing performance as part of the annual appraisal process.
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 /
2. Experience with RDA, MARC, non-MARC standards, controlled vocabularies, ontologies and classification.	Application Form / Support Statement / Interview
3. Experience of metadata transformation, remediation, normalisation and/or interoperability initiatives.	Application Form / Support Statement / Interview
4. Knowledge of current and emerging standards, workflows, and best practices related to discovery, metadata and/or cataloguing.	Application Form / Support Statement / Interview
5. Strong service user focus and values.	Application Form / Support Statement / Interview
6. Systematic and method approach to problem solving.	Application Form / Support Statement / Interview
7. Ability to work on own initiative and in a team environment.	Application Form / Support Statement / Interview
8. Ability to interpret, assimilate and communicate complex information to a range of internal and external stakeholders.	Application Form / Support Statement / Interview
9. Experience of line management, including recruitment, team development and performance assessment.	Application Form / Support Statement / Interview
10. Ability to establish and maintain effective working relationships with library staff, University departments and other service stakeholders.	Application Form / Support Statement / Interview
11. Proactive and positive attitude to service delivery and continuous service improvement.	Application Form / Support Statement / Interview
Desirable Criteria	
12. Experience of data management and manipulation tools, e.g. MarcEdit and OpenRefine.	Application Form / Support Statement / Interview
13. Knowledge of linked data, Bibframe, and/or RDF.	Application Form / Support Statement / Interview
14. Experience in leading cross-team collaboration.	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.