



Reading Resources Manager

Faculty / Department:	Library and Learning Resources (L&LR)	Grade:	MA1: <i>Salary range</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Head of Content & Open Research	Responsible for:	• Resource Lists Co-ordinator • Acquisitions Co-ordinator • Digitised Services Co-ordinator

Job Purpose

This post is responsible for overseeing the provision of print and electronic information resources for the University's teaching, learning and research agenda through acquisitions, digital services and resource list management, and associated copyright management.

This post works closely with stakeholders in developing the Resource Lists service to ensure that the service design is supportive of the teaching and learning needs.

This post steers innovative approaches to deliver efficient acquisitions, digitisation and digitised asset management.

This post plays a key role in 'digital first' delivery of learning and teaching resources.

- This post provides day-to-day management of the University's investment in print and electronic learning resources for the use by students and academics.
- This post supports in the negotiation of complex and evolving licences in line with strategic collection development and management, ensuring that the University achieves value for money.

Main Activities and Responsibilities

1. Supervise and develop the functional areas of resource list management, acquisitions and digital services.
2. Work collaboratively with stakeholders to develop resource list management and digitised asset management.
3. Arrange University-wide copyright licences and ensure all library activities to remain compliant with copyright legislation.
4. Oversee relevant operational budgets ensuring that funds are effectively allocated and spend is maintained within agreed budgets.
5. Establish relationships with vendors, publishers, and consortia in order to proactively review acquisition models and address ordering, access, payment and performance issues.
6. Co-ordinate projects and the activities needed to support user access and discovery to acquired or digitised content, including advanced trouble shooting for library users and staff.
7. Negotiate contract and licence agreements with both internal and external stakeholders and maintain an overview of content licences.
8. Develop data, performance measures, and reporting mechanism to ensure accurate reports are provided for resource list management, acquisitions and digital services, and inform budget planning and procurement decisions.
9. Supports in development of workflow, policies, procedures and documentation for resource list management, acquisitions and digital services and related systems.
10. Identify, evaluate and stay current with emerging trends, resources, practices and standards of relevant subject fields and marketplace to enhance access and discovery of library collections and



support scholarly communication.

11. Represent the library internally and externally, participating in professional and technical groups and networks.

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. Degree and/or postgraduate qualification in librarianship or information science and/or educationally or professionally related area and/or equivalent experience.	Application Form / Support Statement / Interview
2. Customer-focused and strong service orientation.	Application Form / Support Statement / Interview
3. Demonstrated experience of managing content acquisition and delivery services.	Application Form / Support Statement / Interview
4. Knowledge of the print and online publishing landscape and the impact of open access movement on the Higher Education sector.	Application Form / Support Statement / Interview
5. Demonstrated knowledge of the issues related to the licensing, negotiation and provision of print and electronic content, copyright legislation and other related services.	Application Form / Support Statement / Interview
6. Experience of using financial, business, usage and other relevant data to evaluate suppliers' proposals.	Application Form / Support Statement / Interview
7. Proven ability to deliver projects that tackle complex issues, positive and negative risks.	Application Form / Support Statement / Interview
8. Commitment to inspiring and innovative delivery and continuous service improvement.	Application Form / Support Statement / Interview
9. Strong influencing skills and confident to engage others to build collaborative working relationships and co-create solutions to challenges.	Application Form / Support Statement / Interview
10. Ability to drive and support service change and inspire and motivate staff.	Application Form / Support Statement / Interview
11. Excellent communication skills with the ability to interpret complex information and convey simple explanations to non-experts.	Application Form / Support Statement / Interview
12. Enthusiastic, self-motivated and co-operative with the ability to be flexible and demonstrate a high level of personal responsibility.	Application Form / Support Statement / Interview



13. Ability to establish and maintain effective working relationships with library staff, University departments and other service stakeholders.	Application Form / Support Statement / Interview
14. Excellent time management and organisational skills with the ability to prioritise, plan and manage own workloads in a busy and continuous changing environment.	Application Form / Support Statement / Interview
Desirable Criteria	
15. Knowledge of budgets and academic financial procedure.	Application Form / Support Statement / Interview
16. Knowledge of digital preservation.	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.