

**e-Resources and Serials 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 and Open Research	Responsible for:	- e-Resources & Serials Co-ordinator - e-Resources and Serials Specialists

Job Purpose

This post is responsible for managing the life cycle of e-resources and serials from selection to licensing negotiation, subscription, activation for access and discovery and analysis of usage data to support evidence-based decision making.

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 online learning resources for the use by students and academics.
- This post supports 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

- Supervise and develop the functional areas of e-resources and serials management.
- Manage the full life cycle of e-resources and serials, including trials, contract and licensing negotiation, subscriptions, budgeting, renewal / cancellation, activating / deactivating and troubleshooting.
- Oversee relevant operational budgets ensuring that funds are effectively allocated and spend is maintained within agreed budgets.
- Establish relationships with vendors, publishers, and consortia in order to proactively address ordering, access, payment and performance issues.
- Co-ordinate projects and the activities needed to support user access and discovery to e-resources and serials, including advanced trouble shooting for library users and staff.
- Negotiate licence agreements and contract renewals with both internal and external stakeholders and maintain an overview of all e-resource licences.
- Develop data, performance measures, and reporting mechanism to ensure accurate reports are provided for e-resources and serials management and inform budget planning and procurement decisions.
- Support in training and development of workflow, policies, procedures and documentation for e-resource management processes and systems.
- 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.
- Represent the library internally and externally, participating in professional and technical groups and networks.
- Deputising as appropriate in the absence of the Head of Content & Open Research.



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 /
2. Customer-focused and strong service orientation.	Application Form / Support Statement / Interview
3. 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
4. Demonstrated knowledge of digital tools, standards and initiatives, e.g. SUSHI, OpenURL, KBART and COUNTER etc.	Application Form / Support Statement / Interview
5. Demonstrated knowledge of the issues related to the licensing, negotiation and provision of digital content, copyright legislation and other related services.	Application Form / Support Statement / Interview
6. Experience of negotiating pricing and access terms with publishers and third parties for digital content while ensuring a good outcome for the University in terms of access and risk management.	Application Form / Support Statement / Interview
7. Experience of using financial, business, usage and other relevant data to evaluate suppliers' proposals.	Application Form / Support Statement / Interview
8. Proven ability to deliver projects that tackle complex issues, positive and negative risks.	Application Form / Support Statement / Interview
9. Commitment to inspiring and innovative delivery and continuous service improvement.	Application Form / Support Statement / Interview
10. Strong influencing skills and confident to engage others to build collaborative working relationships and co-create solutions to challenges.	Application Form / Support Statement / Interview
11. Ability to drive and support service change and inspire and motivate staff.	Application Form / Support Statement / Interview
12. Excellent communication skills with the ability to interpret complex information and convey simple explanations to non-experts.	Application Form / Support Statement / Interview
13. 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
14. Ability to establish and maintain effective working relationships with library staff, University departments and other service stakeholders.	Application Form / Support Statement / Interview



15. 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	
16. Knowledge of budgets and financial procedures	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.