
COLLECTIONS AND DISCOVERY LIBRARIAN



School/Department:	Library, Information & Digital Services
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Grade:	7
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Reports to:	Discovery Services Manager
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Responsible for:	n/a
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Job Summary and Purpose:	The Collections & Discover Librarian plays a critical role in ensuring seamless access to library resources by managing the acquisition, organisation, and discovery of collections in all formats. This position supports the library's mission by overseeing collection development, resource description, and discovery systems to enhance user access and experience. The incumbent collaborates with subject librarians, technical services, IDS, and academic staff to assess user needs, guide collection strategies, and improve discoverability through metadata and technology solutions. Additionally, the librarian monitors emerging trends in resource management and discovery tools, implementing best practices and innovative solutions to support research, teaching and learning.
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1 KEY RESPONSIBILITIES

- Select, evaluate and maintain print and electronic resources in collaboration with subject librarians and faculty
 - Maintain and enhance discovery tools (e.g. library catalogue, discovery layers, link resolvers) to ensure intuitive and comprehensive resource access.
 - Troubleshoot access issues related to electronic resources and liaise with suppliers as needed.
 - Oversee authority control and cataloguing practices to ensure consistent and accurate description of resources
 - Monitor and evaluate emerging library technologies related to resource discovery and integrated library systems
1. Assis with the implementation and configuration of systems that support collection access and discovery
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- Work closely with academic staff, students, and other stakeholders to assess resource needs and promote library services.
 - Provide training and support for staff and users on discovery tools and collection access
 - Compile and analyse data on resource usage, system performance, and user engagement
 - Prepare reports and documentation for internal assessment, accreditation, or strategic planning
 - Stay current with trends and best practices in librarianship, especially in collection management and discovery services
 - Participate in professional organisations and represent the library in consortia or supplier meetings as needed.

2 DUTIES OF ALL STAFF

- To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
 - Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
 - Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
 - To promote equality, diversity and inclusion in your performance of your duties.
 - To actively participate in learning and development to meet the requirements of your role and the University.
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03 SELECTION MATRIX

Essential Desirable Used to shortlist

Representative Knowledge, Skills and Experience – Grade 7

1	Academic or vocational qualifications (NVQ Level 4 /5 or equivalent)	✗
2	Approximate two years' work experience in a relevant role, or further equivalent experience	✗
3	Good working knowledge of standard software packages, relevant systems, processes, procedures and equipment	✗
4	Ability to communicate clearly orally and in writing with a range of people at all levels.	✗
5	Familiarity with prioritising work and that of colleagues	✗
6	Initiative and judgement to resolve day-to-day problems independently	✗
7	Ability to collect, analyse and present data appropriately	✗
8	Numeracy and IT skills	✗
9	Ability to apply University policy, procedure and health and safety regulations	✗
10	Experience of supervising other staff (if applicable)	

Role Specific Knowledge, Skills and Experience

11	In-depth understanding of collection development principles and practices across print and electronic formats	✗
12	Knowledge of integrated library systems (ILS) and library service platforms	✗

13	Excellent problem-solving skills, especially in resolving complex access and system-related issues	x
14	Demonstrated experience with collection development and resource management in an academic or research library	x
Personal Attributes and Behaviours		
15	Demonstrates accuracy and thoroughness in managing complex metadata, systems and technical processes	x
16	Able to assess problems logically and use data to inform decisions and improve services	x
17	Works effectively with colleagues across departments, fostering a cooperative and inclusive work environment	x
18	Open to exploring and implementing new tools, workflows, and approaches to improve discovery and collection management	x

Does this role require a DBS? NO