

Job Description

Job title	Discovery Officer
Department	Library
Grade	6

Job purpose (a brief summary of the role)	Manage the Discovery Team in the development and implementation of effective cataloguing, classification and associated metadata creation that optimises the discovery of print and e-resources in the Library's catalogue, and through other discovery channels. This role will improve access to print and e-sources and ensure we present to our users in friendly, self-evident, and relevant terms the catalogue and the resources described by it.
Duties and responsibilities	1. Work with the Collections Management and Discovery Manager to develop the strategic direction of the library discovery systems including but not limited to the Library Services Platform and institutional repository, working with colleagues on the development and continuous improvement of services and maintaining appropriate policies, e.g., on collections and content. 2. Deliver a source of expert knowledge providing advice and guidance to the Library Senior Leadership Team to address the challenge of integrating print and e-resources, and on ontologies and taxonomies to support the optimisation of discovery of these resources. 3. To lead discovery and access to Library collections and content, taking a user-experience led approach to developing innovative and forward-looking systems and services, benchmarking provision against emerging best practice in a fast-paced environment, and taking overall responsibility for metadata quality and cataloguing. 4. To actively 'horizon scan' for developments in relevant fields (e.g. linguistic, search technologies, text mining) and develop proposals for their implementation and adaptation as necessary and appropriate. As required, undertake any other duties commensurate with the role.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Degree or equivalent experience	A & C
E2	Experience of staff management, supporting colleagues and sharing expertise	A & C
E3	Experience of management of library systems, developing innovative solutions and contributing to strategic planning	A & C
E4	Understanding of the information requirements and information seeking behaviour of students and researchers	A & C
E5	Knowledge of library systems and metadata standards including MARC and Dublin Core	A & C
E6	Experience of providing advice and handling enquiries, particularly to an academic (or similar) audience	A & C
E7	Experience of project management, including planning, organisational, analytical, time management skills and the ability to exercise initiative and determine priorities in planning own workload	A & C
E8	Awareness and understanding of the infrastructures and technologies that support effective content discovery practices in Higher Education	A & C
E9	Excellent IT skills and a demonstrable interest in ongoing skills development in this area	A & C
E10	Interpersonal and influencing skills, including a proven ability to communicate effectively with colleagues and service users at all levels, and to build positive working relationships	A,C & D
E11	Excellent communication and presentation skills, including the ability to explain complex information to a wide variety of audiences, write formal papers and reports, and experience of planning and delivering training	A,C & D
E12	Ability to work independently and as part of a team and experience of cross-team or matrix working	A & C
E13	Ability to work collaboratively in a complex environment with a range of partners and stakeholders and proven advocacy and stakeholder engagement skills	A & C
E14	Champions equality, diversity and inclusivity in professional behaviours and working practices	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Postgraduate qualification in a relevant discipline or extensive work experience at an appropriate level	A & C
D2	Experience of undertaking postgraduate research	A & C