

JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the postholder.

Job Title: Library Resources Manager	Job ref no:
Grade:	Department: Infrastructure Services Division
Accountable to: Infrastructure Operations Director	Responsible for: Library Team – Hawkshead and Camden

Job summary:

The role-holder will take responsibility for overseeing the Library collection development activities, ensuring that the learning, teaching and research needs of the College are met. In addition, the role-holder will take responsibility for library information systems, ensuring that information retrieval systems and the library management system are effective and resilient. The role-holder will also lead and manage the Library team, library related systems, services and projects. The role-holder will communicate widely across the RVC in marketing Library services and systems and contribute to the planning and organisation of ISD activities.

Competency: Planning and Organising Resources

Key tasks:

- Annually review the Library Collection Development Plan (CDP) in conjunction with the Senior Library Assistant (Collections), Infrastructure Operation Director and other staff.
- Oversee all Library subscriptions including balancing learning, teaching and research requirements with budgets and seeking value for money where possible
- Oversee print collection including the RVC archives
- Oversee efficient acquisition and delivery of print and e-format collections according to the CDP and available budget.
- Oversee the collection of relevant data

Competency: Service Delivery

Key tasks:

- Maintain resilient access to digital resources with, as far as possible, remote access being the norm.
- Maintain and develop the library management system (LMS) and participate in related projects.
- Maintain user documentation for all library associated systems.
- Provide accurate statistical and other data to the Infrastructure Operations Director and others.
- Provide monthly usage statistics for federated search.
- Provide regular updates for BL's Ethos system.

Competency: Initiative and Problem Solving

Key tasks:

- Perform tasks associated with day-to-day supervision of library staff, including rotas, absences etc.
- Ensure all projects are accurately costed, delivered and documented successfully to budget and to time.
- Ensure that adequate training is delivered to enable a successful project outcome.
- Ensure that project goals are well communicated and that the wider RVC community is aware of Library

development work by successful marketing.

Competency: Communication; Liaison and Networking

Key tasks:

- Promote the Library collections and relevant services to students and staff.
- Keep up to date with new technology and systems and assess their relevance to RVC.
- Monitor developments and emerging technologies relating to the automation of library activities and their take-up within the library community.
- Provide reports and attend internal and external meetings when required.
- Publicise resource discovery tools to the RVC community.
- Liaise widely in the sector to identify information needs and ensure they are met.
- Maintain good relations with external and internal suppliers while achieving value for money.

Competency: Teamwork and Team Development

Key tasks:

- Devise and deliver training to other members of LISD so as to ensure they are kept up to date with service developments.

Flexibility: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above and to travel between campuses and to and from suppliers and relevant training and conference events.