University of Southampton

Job Description

Post title: **Collections Development Principal Library Assistant**

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Standard Occupation Code:	
School / Department:	Library
Faculty / Directorate:	Professional Services
Job Family:	Management, Specialist and Administrative (MSA)
Grade:	Level 3
ERE Pathway (if applicable):	Not applicable
Post reporting to:	Collection Development Manager
Post line report(s):	Collection development Library Assistants (6)
Post base location:	Hybrid: Campus / Home

Job purpose:

The post holder will actively contribute to the delivery of efficient and effective Acquisitions and maintenance of content through collections analytics and service provision.

To supervise a variety of service delivery roles in collection development and carry out specialised administrative and processing tasks. By actively engaging with a culture of continuous improvement and change they enable collection development to innovate and evolve. To supervise a team of Senior Library Assistants, providing induction, training and support and role-modelling in a positive and flexible approach to work, and customer service excellence.

Key accountabilities and indicative time allocation:

1. **20%**

Work closely with colleagues across teams to build knowledge of how our collections are used to support education and research. Apply detailed knowledge of industry standard usage data (e.g. COUNTER) to deliver collection analytics supporting the high-volume acquisition of resources in multiple formats including but not limited to purchasing, document delivery, library lending and recurrent subscriptions. Collect, collate, and monitor data and statistics on acquisitions and usage services to support the evaluation and design of collections.
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2. **20%**

Independently progress and resolve a range of complex enquiries from library staff and users relating to the functioning of extant resources, proposals for new resources and deaccessioning. Use judgement and initiative to identify and resolve immediate and associated collection development problems. Use expert knowledge to deal with complex enquiries relating to collections, including copyright and license conformance.

3. **10%**

Organise and act as a key point of contact and/or escalation for the day-to-day running of Collection Development. Diagnose and resolve problems with extant library resources. Monitor and report on service standards in collections maintenance.

4. **10%**

Manipulate, analyse and/or evaluate collections usage data. Highlight trends and prioritise issues for further investigation. Prepare and circulate documentation or reports in appropriate formats to inform others and/or support decision making in Acquisition and the maintenance of collections.

Accountable for data quality of collections analytics, including usage, acquisitions and financial transaction records, ensuring records are created, maintained and input accurately where appropriate. Support managers with procedural issues around budget management and tracking expenditure.

To review when necessary, licences to ensure that terms and conditions comply with university acceptance criteria and proposed usage. To configure, test and ensure access and authentication to remotely hosted online resources. Record and maintain technical records of access and authentication in library systems.

5. **10%**

Plan and prioritise own short and medium-term work activities including managing the work of the Collection Development Library Assistants; interpreting, prioritising and responding to library staff and user queries; maintaining collection analytics; and where necessary update metadata for subscription resources in library systems
(principally the catalogue).

6. **10%**

Supervise a team of staff, allocating and prioritising their work and monitoring individual progress and performance in line with this, to contribute to Collection Development service provision and Library Services objectives. Overseeing the work of others (directly or indirectly), providing guidance and coaching relevant colleagues through on-the-job training to help them acquire skills and experience. Actively engage in the appraisal process to create an environment which values achievements, celebrates success, delivers balanced feedback, and enables improvement.

7. **5%**

Contribute practical experience and insight of collections acquisition and maintenance towards the development of new or revised policies, systems and/or procedures.

8. **5%**

Collate and distribute relevant information and documentation for collection management reviews

9. **5%**

Manage assigned resources associated with the physical maintenance of the collections and provide input into resource planning processes.

10.	5%

Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships:

Library Leadership Team, Library Management Team

Other members of the Library service

Customers, including students and faculty staff

Commercial suppliers and sector contacts such as SCONUL

Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

Knowledge, Experience and Qualifications

Essential

- Substantial practical knowledge and experience in the required operational discipline. Practical knowledge may have been gained through some or all of the following:
    - Substantial, relevant work experience
    - Vocational training
    - Formal qualification(s) equivalent to Level 3 or 4 of the Regulated Qualifications Framework e.g. AS or A Level, advanced or higher apprenticeship, or Level 3 or 4 award, certificate, diploma, NVQ.

Teamwork and Communication

Essential

- Positively influences the way the team works together.
- Ensures colleagues are clear about priorities and service expectations.
- Ensures regular liaison and communication with a wide range of colleagues and builds good working relationships.
- Offers proactive advice and guidance.

Planning, Organisation and Resource Management

Essential

- Plans and prioritises own work, and that of others, where required.
- Solicits ideas and opinions from others to inform work plans.

Problem Solving and Initiative

Essential

- Elicits information to identify specific customer needs.
- Uses initiative and applies a comprehensive understanding of established practices and procedures to interpret requirements, identify issues and resolve problems.
- Develops improved methods, where required, within established practices and procedures.

Job Hazard Assessment

A full health clearance is required for this role where any hazards marked "^", using the agreed Occupational Health referral template available from here. Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

Physical Environment

Working outside ^	Not applicable
Exposure to noise levels >80dbA ^	Not applicable
Working with dust or fumes ^	Not applicable
Working with skin irritants ^	Not applicable
Working with chemicals (industrial or cleaning) ^	Not applicable
Working in a confined space ^	Not applicable
Working at height ^	Not applicable
Working with sewage ^	Not applicable
Contact with cytotoxins ^	Not applicable
Exposure Prone Procedure (EPP) work ^	Not applicable
Contact with clinical specimens or pathology work ^	Not applicable
Direct patient care or patient contact	Not applicable
Exposure to temperature extremes	Not applicable
Frequent hand washing	Not applicable
Ionising radiation	Not applicable

Psychological and Social Environment

Working shifts ^	Not applicable
Working nights ^	Not applicable
Lone working	Not applicable
Working with children	Not applicable
Exposure to persons with challenging behaviour	Not applicable
Working with larger groups	Not applicable

Equipment, Tools and Machines

Working with vibrating machinery or tools ^	Not applicable
Driving duties e.g. LGV, PCVs, forklift trucks ^	Not applicable
Food handling	Not applicable
Contact with latex	Not applicable

Physical Abilities

Prolonged physical movements or actions e.g. walking ^	Not applicable
Prolonged Standing or Sitting ^	Not applicable
Moving or handling heavy loads ^	Not applicable
Repetitive pulling or pushing ^	Not applicable

Repetitive climbing (steps, stools, ladders, stairs) ^	Not applicable
Repetitive crouching, kneeling or stooping	Not applicable
Repetitive lifting	Not applicable
Fine motor grips (e.g. pipetting)	Not applicable
Repetitive reaching below shoulder height	Not applicable
Repetitive reaching at shoulder height	Not applicable
Repetitive reaching above shoulder height	Not applicable