IMPACT

Content and Discovery Manager

Reference: R210187
Salary: £41,526 to £49,553, per annum. Grade 9, depending on experience
Contract Type: Continuing
Basis: Full Time

Job description

Job Purpose:

This role will be responsible for the management and development of library content and the library digital environment, and be a proactive member of the Library's management team. The postholder will provide direction and leadership for the Library's Content and Discovery team who manage the acquisition, licencing, description, discovery and access to library content. The role has operational management of information resources funds, leads on best practice in sourcing materials, and maintains strategic oversight of licence agreements relating to content and systems.

Main duties and responsibilities

Service Delivery

- ▶ Manage the development, implementation and evaluation of processes and policies for acquiring, describing, and providing access to library content ensuring maximum visibility and access for users

- ▶ Manage the library content and digital systems funds to ensure value for money and return on investment in line with financial requirements and procurement policies, monitoring spend and preparing forecasts as required

- ▶ Develop and maintain an expert understanding of the publishing environment, library supply and licencing, identifying trends and developments of significance in the provision of library content, communicating developments and making recommendations to library colleagues and other stakeholders

- ▶ Lead the development of discovery and access to library content, website and digital environments, taking a user-led approach to developing services and systems

- ▶ Provide operational analysis and benchmarking, evaluating data and evidence to inform service developments, business cases, and budget planning

- ▶ Bring expert knowledge to the strategic development of library services, informing the library senior team of trends and opportunities in content and discovery, and contribute to strategic planning in collaboration with library service leads

- ▶ Oversee data protection and data governance policies and practices for library content and systems

Relationship management and communication

- ▶ Manage and develop positive relationships with a wide range of suppliers and publishers, and participate actively in collaborative

procurement consortia to ensure best value in spend on library content, and to influence the market through tenders

▶ Build strong collaborative links with university colleagues and partners principally within Finance, Procurement, and Digital Services to deliver University initiatives and projects

▶ Work collaboratively with Library service leads on the development of library content, the library website and discovery tools to ensure they meet the evolving educational and research needs of users

▶ Develop and maintain an external network with library content and discovery colleagues and practitioners, adopting and contributing to best practice in the sector, and representing Aston in external forums as appropriate

Management

▶ Manage and motivate the Content and Discovery team, including effective line management, appraisal and professional development, and empowering and developing staff through periods of change

▶ Develop and monitor service plans and priorities, set objectives and report on service standards and performance targets as required

▶ Be an active member of the Library's management team contributing to the annual planning and review of Library services, business continuity, and ongoing service development

▶ Initiate and lead on projects leading cross-library teams and implementing recommendations as appropriate

▶ To undertake any other tasks as may be designated by the Director of Library Services

Additional responsibilities

▶ Engage in continuous personal and professional development in line with the demands of the role including undertaking relevant training and development activities to develop themselves and support the development of others.

▶ Ensure and promote the personal health, safety and wellbeing of staff and students.

▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.

▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental and sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Education to degree level, or equivalent qualifications or experience Postgraduate qualification in librarianship information studies or comparable profession or equivalent experience	Application form
Experience	Experience of working in an academic library or information service Experience of the management of information resources Experience of working with library management and discovery systems, and digital library platforms Experience of management or staff supervision	Application form and interview
Aptitude and skills	Demonstrable knowledge of library content provision and the digital library environment Demonstrable knowledge of the publishing environment and library supply Awareness of relevant legislation, standards and best practice in the provision of information resources A user focused approach to the design and delivery of services and a commitment to continuous improvement Highly collaborative with the ability to relate to a range of stakeholders with diverse backgrounds Ability to motivate and generate enthusiasm in others	Application form and interview

	Essential	Method of assessment
	Ability to work accurately with attention to detail Highly organised with the ability to prioritise and schedule workloads in the face of conflicting demands Excellent oral and written communication, presentation skills Excellent interpersonal, teamwork, network and influencing skills Excellent IT, information and data handling skills Able to analyse data Able to manage budgets	
Other	Commitment to Customer Service Excellence	Application Form and Interview

|	Desirable	Method of assessment
Education and qualifications	Membership of CILIP, the Higher Education Academy or a relevant professional body	Application form
Experience	Experience of leading projects Experience of managing budgets Experience of managing library systems	Application form and interview
Aptitude and Skills	Data visualization skills	Application form

How to apply

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/jobs.

Applications should be submitted by 23:59 on the advertised closing date.
All applicants must complete an application form.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via
jobs@aston.ac.uk.
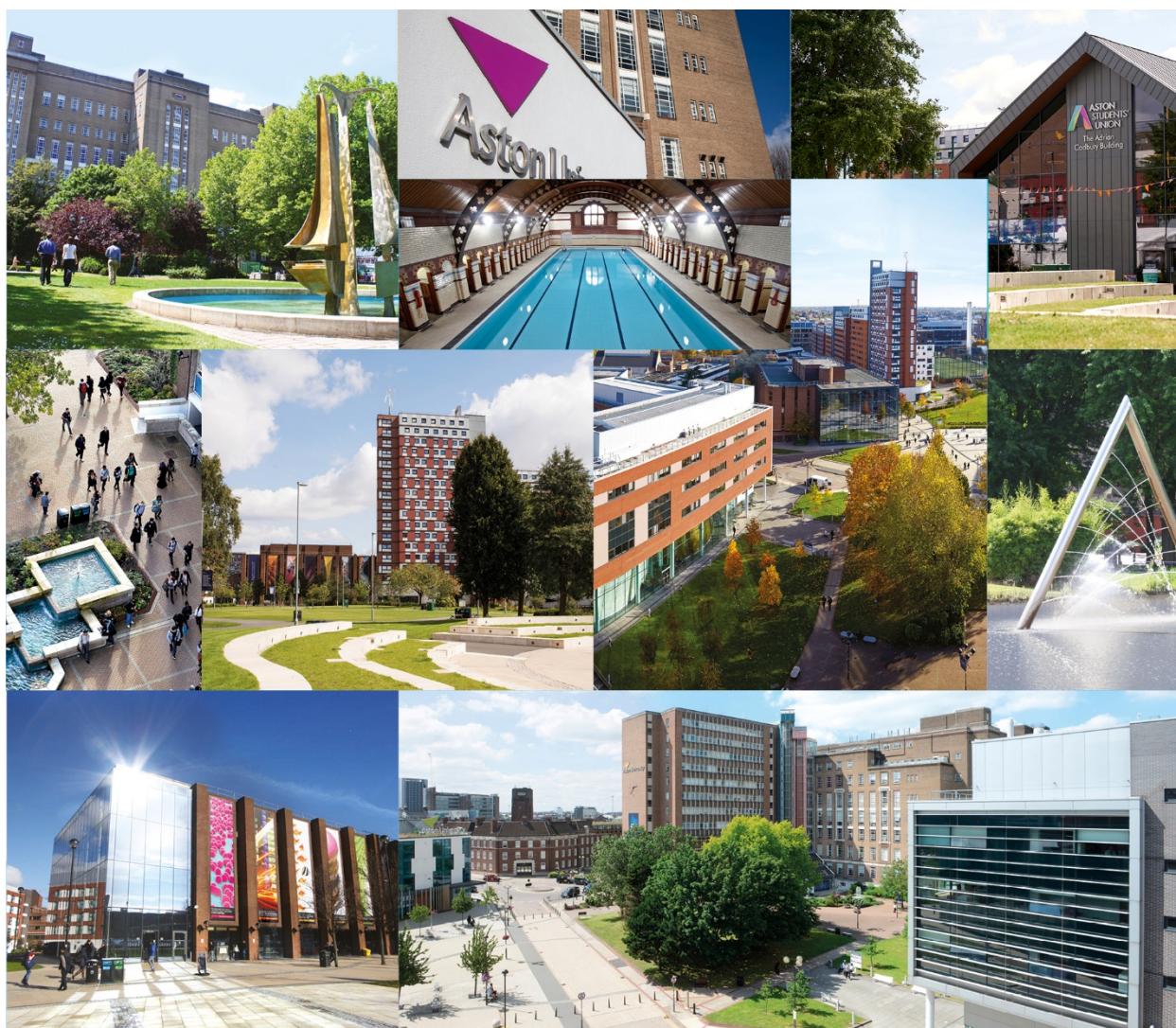
Contact information

Enquiries about the vacancy:

Name: Helen Curtis
Job Title: Director of Library Services
Email: h.curtis2@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index

Working in Birmingham: https://www2.aston.ac.uk/birmingham

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:
Post-Brexit transition period / EU Settlement Scheme
The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage https://www.gov.uk/settled-status-eu-citizens-families
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website https://www.gov.uk/browse/visas-immigration/work-visas. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:
Skilled Worker Visa

https://www.gov.uk/skilled-worker-visa

Global Talent Visa
If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:
- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa. https://www.gov.uk/global-talent

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies

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