Information Resource Specialist

Reference: 0621-23
Grade: Grade 8
Salary: £36,333 to £43,155, per annum, depending on experience
Contract Type: Permanent
Basis: Full Time (36.5 hours per week)

Job description

Job Purpose

To work within and support the work of the Content and Discovery Team.

Being responsible for, advocate and leader for eBook packages, evidence and patron driven acquisitions, and eTextbooks. Working closely with other Information Resources Specialists and the Systems Specialist on the procurement of print and electronic resources.

Managing the financial processes for the procurement of library resources and be the main liaison between the Content and Discovery Team and Aston's Finance department.

Be the metadata expert for Aston's library system, maintaining professional awareness of latest metadata standards, and recommending on best practice. Take responsibility for catalogue records and classification for printed and electronic resources.

To deliver on the library content strategy and appropriate elements of the resources management policy.

Main duties and responsibilities

Management of Books and eBooks

- ▶ To have knowledge of purchasing frameworks and consortium groups, eBook licencing and acquisition models, and sector innovations in the acquisition of books and eBooks. To make use of new business models and modes of procurement, advising on best practices in the supply of core textbooks. Provision of expert guidance and support to Library staff and customers as required. To take a continuous improvement approach to the management of acquisitions operations, reviewing policies and procedures on an ongoing basis to ensure workflows are optimised, in collaboration with other Information Resources Specialists.
- ▶ To have responsibility for the management of the printed books stock held in the Library building. To maintain an overview of shelf space utilization in the Library building, monitoring capacity and organising changes and respacing over time to meet the changing patterns in the book stock. To ensure that stock is shelved, tidied, moved as appropriate and is maintained in Dewey class number order, coordinating with the User Services team in the library. To work closely with the Systems Specialist on the location of the print book stock.
- ▶ To maintain a working relationship with book suppliers, organise the processing of shelf ready books, use and integration of supplier systems, and monitoring performance. Achieve best value and ensure accessibility aspects are considered in procuring goods or services in line with university requirement. Contributing to local and sector procurement groups, representing Library Services.

Budget and Finance

- To lead on the day-to-day operational management of the resources budget including setting up, payment, monitoring and reporting on budgets to both manage and predict expenditure. This will include use of the Library Management System and other monitoring tools.
- To work with staff in the Finance Department to optimise the flow of information between Library Services and Finance.
- To work with the Content and Discovery Manager on budget strategy.

eTextbook management

- To lead on the library's policy, processes and practice relating to eTextbook material, including day-to-day acquisition and monitoring of the collection, implementation and review of suppliers, delivery models, content use and platform integrations. Liaise with external partners and the Library's Information Specialists to ensure the effective exchange of information and timely delivery of resources.
- To lead on supplier and publisher negotiations and provide financial, statistical and licence analysis to ensure the University receives the best value for money
- To support the Content and Discovery Manager in the development, planning and implementation of the negotiation strategy for the provision of electronic textbooks, and to take lead responsibility for negotiations in the provision of eTextbooks.
- To work with colleagues, stakeholders, and customers to ensure that services respond to customer needs.

Metadata

- To lead on best practice for use of metadata across Library resources. To maintain a professional awareness of developments in metadata standards and engage with the professional community beyond Aston to discuss and develop ideas for future development.
- To ensure that there are accurate records in the Library Management System for books and serials, liaising with the Systems Specialist on matters of system integration. To develop, document, monitor and evaluate Aston's bibliographic standards and policies and contribute to effective and efficient workflows to ensure that resources are made accessible and discoverable in a timely fashion.
- To provide training and guidance to library colleagues working on catalogue records, ensuring that they conform to the relevant standards and policies.
- To contribute to effective stock management, including new stock, deletions, location changes etc. by ensuring that necessary changes to records are made in an efficient and effective manner whilst ensuring record quality.
- To collaborate with colleagues to ensure effective working and to recommend on the development of policies and workflows in the light of new innovations and opportunities, changing system requirements, and user needs.

Additional responsibilities

- ▶ To deliver training and presentations as appropriate to ensure that colleagues have a sound understanding of areas that fall with the postholders remit and are able to work and collaborate effectively.
- ▶ Participate in library and University-wide projects.
- ▶ 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 sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Good honours degree and a relevant postgraduate qualification for example, librarianship/information studies.	Application form
Experience	Experience of working across acquisitions of print and electronic resources within an academic library. Experience of working on cataloguing and classification. Experience of developing metadata to maximise systems effectiveness. Sound knowledge of library metadata standards and their utilisation and interpretation. Experience of the management of financial processes relating to the procurement of electronic and print resources. Experience of using a Library Management System in the purchasing and management of book, eTextbook and eBook acquisition.	Application form and interview
Aptitude and skills	Ability to analyse data interpret the implications for customers, discoverability, systems, and workflows. Knowledge of and enthusiasm for new developments, concepts, and innovation.	

	Essential	Method of assessment
	Strong ICT skills: Knowledge of MS Office, especially Word and Excel, and of library and repository systems. Excellent organisational and planning skills.	
Other	Excellent attention to detail and accuracy. Excellent interpersonal skills and verbal, presentation, and written communication skills. Team player, but equally able to work independently and under own initiative.	Application form and interview

|	Desirable	Method of assessment
Experience	Experience of managing procurement frameworks, including those for eTextbooks.	Application form and interview
Aptitude and Skills	Ability to manage competing priorities across projects and business as usual. Customer focused. Flexible and adaptable.	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, along with your CV.

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.
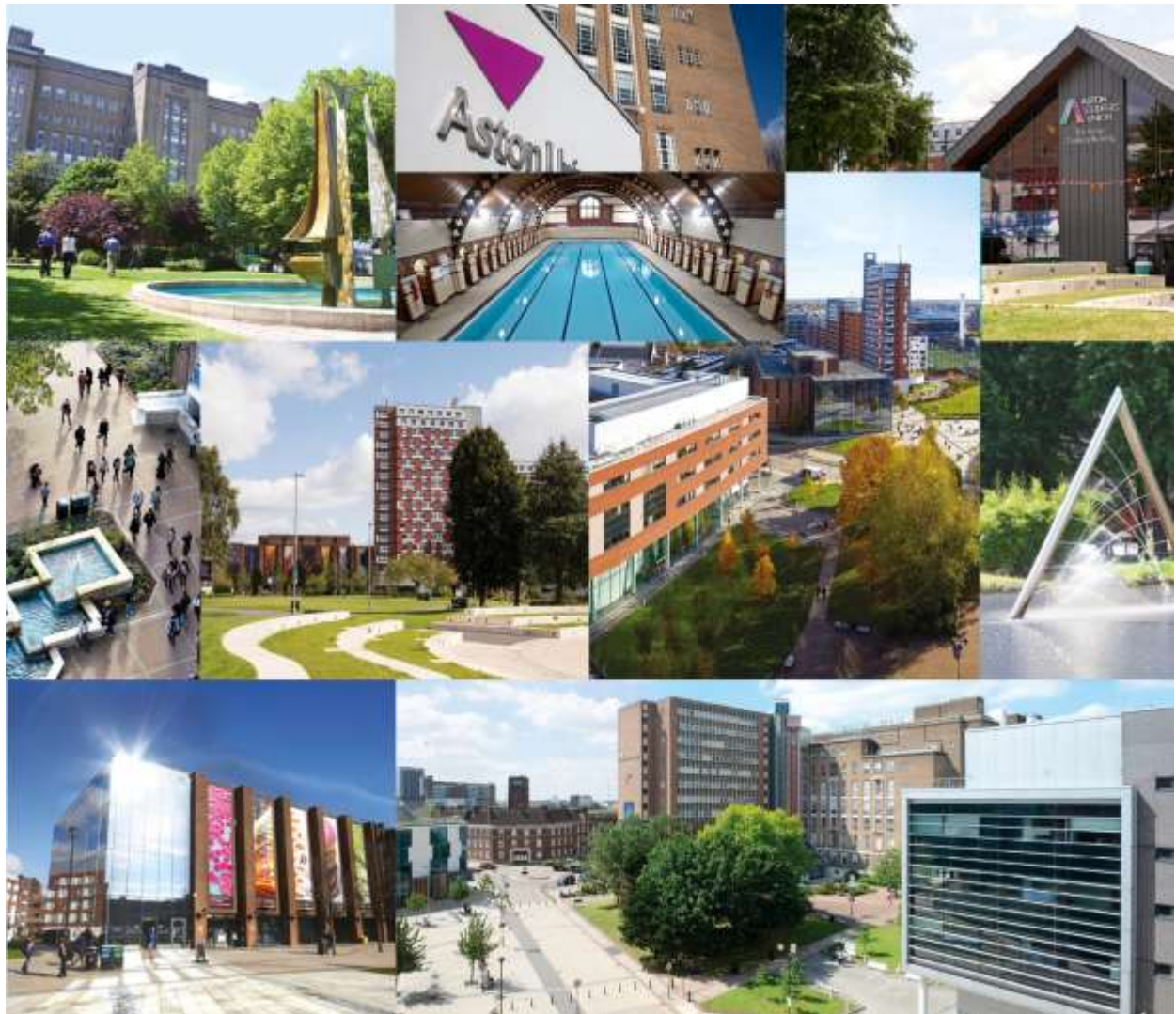
Contact information

Enquiries about the vacancy:

Name: Ian Simpson
Job Title: Content And Discovery Manager
Email: i.simpson1@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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