

Resources Specialist: Books and eBooks



OPPORTUNITY

Where change
gets real.



Reference: 0120-26

Grade: 08

Salary: £38,784 to £46,049 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

To lead and manage the University's eTextbook and eBook provision, ensuring efficient workflows, accurate metadata, and a user-focused, cost-effective service. The role will be part of a team responsible for print and electronic resource delivery. Lead on a programme of reviews of print collections in line with the university's digital transformation aspirations. This role will optimise relevant acquisitions processes and use data-driven insights to support decision-making and enhance resource discovery and the student digital experience.

Main Duties/Responsibilities

- ▶ Lead on all aspects of eTextbooks and eBook provision, including acquisition, supplier negotiations, invoice processing, financial reporting and planning, access activation and usage monitoring.
- ▶ Manage Evidence-Based Acquisition (EBA) and other innovative purchasing models.
- ▶ Maintain and regularly review related operational workflows and ensure compliance with resource procurement frameworks. Produce and share performance data to drive activity and service improvements.
- ▶ Lead the evaluation of eBook and eTextbook provision to help inform decision making and ensure resources are discoverable working in collaboration with Library and Learning Services and academic colleges.
- ▶ Manage Evidence-Based Acquisition (EBA) and other innovative purchasing models.
- ▶ Work in conjunction with other members of the Content and Discovery team on key project to drive continual improvements in line with the university's digital transformation ambition.
- ▶ Monitor trends to inform future improvements to eBook provision in terms of user accessibility and digital delivery in the HE sector. Produce and share performance data to drive activity and service improvements.

Relationships management and communication

- ▶ Contribute to university projects on maximising the use of Library and Learning Services resources.
- ▶ Work collaboratively using the diversity of Aston and its community to effectively analyse problems and develop innovative solutions towards continual improvement.
- ▶ Develop and maintain an external network with regional and national information specialist colleagues and practitioners, adopting and contributing to best practice in the sector, and representing Aston in external forums as appropriate.
- ▶ Be aware of the wider HE sector and commercial context to deliver solutions which create value.
- ▶ Line management responsibilities may be introduced in future to support agility and flexibility as service needs evolve.
- ▶ To deputise for the Head of Content and Digital Transformation as required.

- ▶ To undertake any other tasks as may be designated by the Head of Content and Digital Transformation.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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	<ul style="list-style-type: none"> ▶ Education to degree level or equivalent qualifications or library experience 	Application form and interview
Experience	<ul style="list-style-type: none"> ▶ Experience of working in an academic library, information service or educational setting ▶ Experience of digital resources and financial processes in a library setting ▶ Knowledge of eBook licensing and acquisition models ▶ Familiarity with metadata standards and resource discovery tools ▶ Experience of managing access for users and working with external suppliers. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Excellent oral and written communications and presentation skills ▶ Excellent interpersonal, teamwork, network and influencing skills ▶ Excellent IT, information and data handling skills ▶ Ability to manage competing priorities and deliver innovative solutions. ▶ Demonstrate a 'can do' approach and take accountability to achieve goals ▶ Work in an agile way to accommodate shifting demands and change ▶ Communication effectively to build shared understanding 	Application form and interview

	Essential	Method of assessment
	<p>which enables others to deliver at pace</p> <ul style="list-style-type: none"> ▶ Demonstrate Aston's values through interactions with staff and students 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Postgraduate qualification in librarianship information studies or comparable profession or equivalent experience 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of analysing usage data and acquisition trends to inform decision-making to demonstrate return on investment ▶ Experience of data analysis and dashboard creation ▶ Supervision or line management experience 	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Deena Maggs

Job Title: Head of Content and Digital Transformation

Email: d.maggs@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

Before you start and Right to Work

Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

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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