Job Description

Post details

Job title:	Cataloguing Project Manager
Faculty/Professional Directorate:	University Library
Subject Group/Team:	University Library – Collections Development Team
Reporting to:	Collections Development Manager
Duration:	Six months
Job Family:	Library
Pay band:	6
Benchmark Profile:	Specialist (Library) Band 6
DBS Disclosure requirement:	N/A
Vacancy Reference:	JR103142

Details Specific to the Post

Background and context

The University Library is responsible for the development, delivery and coordination of all Library and associated scholarly services for the University. The vision for the University Library is for students and staff of the University to get access to and be able to use the knowledge they need to inform and support their teaching, learning, research and knowledge exchange. This is achieved through the provision of value-adding services that support the acquisition, discovery and location, use and re-use, sharing, curation, preservation, application, and evaluation of that knowledge.

To enable this vision the University Library is structured into three teams, each constituting a pillar of core Library activity: Customer Experience & Insight, Academic Library Services, and Collections Development. The latter has a focus on the development and management of the Library's print and digital collections across the University Library, Hull University Archives, and academic areas. The Team is managed by the Collections Development Manager, who takes primary responsibility for this area, and leads the Team to achieve its goals.

Blaydes House on High Street in Hull was built for the Blaydes family in the 18th century as a hub to manage the family's merchant and shipbuilding businesses. It has most recently been the home of the University of Hull's Maritime Historical Studies Centre and has developed a substantial library and archive in this capacity. The focus of the University is now moving away from the house itself, and there is a need to re-locate the collections elsewhere (either internally or externally to the University as appropriate) where they can continue to be of value for research and teaching alike. Key to this is ensuring the collections are fully

catalogued to established professional standards so that the transfer of physical items is accompanied by the export/import of catalogue records to the library management systems of the new locations.

Specific Duties and Responsibilities of the Post

The Cataloguing Project Manager is a new post created on a full-time, fixed-term basis for six months through funding from the Maritime History Trust. The post will sit within the Library's Collections Development Team and report to the Collections Development Manager, working with Library and Archive colleagues as required, and liaising throughout with staff in the Faculty of Arts, Social Sciences and Education, which has oversight of Blaydes House, as necessary, and colleagues working within Blaydes House in particular.

The postholder must have a recognised qualification in library and information management and/or experience which is relevant to the post. They should also have experience of working with library management systems, particularly the cataloguing functionality within these (and Sierra where possible), and current metadata standards, especially, MARC, RDA, AACR2, and Library of Congress. The postholder must have experience of project management and should be able to demonstrate delivery of outcomes from previous work as well as active engagement in continuing professional development.

The post will address the following areas of work during its term:

- Prepare a project plan to cover all stages of the work and communicate this to internal stakeholders for approval. Set milestones for the completion of the work, regularly reporting on progress, and highlighting any strategic issues that need resolving.
- Liaise with Blaydes House staff around access and resource needs to support the project.
- Provide regular written updates to the Collection Development Manager and other stakeholders as required to provide advice and guidance around management of the collections throughout the project's process. Verbal updates should also be given at relevant meetings involving stakeholders.
- Analyse data in the Sierra library management system to identify materials within the Blaydes House library collection that need cataloguing and classifying, either from scratch or to complete work previously undertaken. Report on the analysis carried out to stakeholders and provide recommendations based on the conclusions reached.
- Using Sierra, carry out work to catalogue and classify items as identified above to an agreed standard on par with existing records, using appropriate cataloguing standards (MARC, RDA, AACR2, Library of Congress).

- Carry out quality assurance of metadata produced to ensure the catalogue records can be imported into the library management system used by the services/ locations that accept any physical items transferred from Blaydes House.
- Produce lists of items to inform discussion with the Collections Development Manager and University Librarian on options for engagement with external bodies interested in re-housing the collections or parts of them.
- Research into potential alternative locations and homes, external or internal, for the collection (or parts of it), encompassing both the academic and private sectors, making decisions on appropriate locations as needed within the timeframe of the project. Work independently and in collaboration with library and archive partners to support informed decisions.
- Contact, liaise and negotiate with stakeholders at these locations, communicating and explaining details about the collections and what can be transferred. Use the feedback from the engagement to assess the stakeholder's ability to support ongoing research and teaching using the materials. Report progress and any challenges to the Collections Development Manager throughout.
- Develop and implement the processes and steps required for re-location of the library materials, and their metadata records as required, either internally to the University or to external locations or parties interested in re-housing the materials, to facilitate their access and use.
- Identify suitable specialist removal companies and gather estimates for costs of the collection's relocation.
- Liaise with the Hull University Archives team at the Hull History Centre and the Faculty to assess the archival materials in the house, then develop and implement options for how the archival materials might be best re-located to facilitate ongoing access and use.
- Seek opportunities to share information about the work with professional networks and public audiences to raise awareness of the collections and share learning from the project.

Throughout the project the postholder will be required to regularly keep the Collections Development Manager and Blaydes House/Faculty staff updated on progress, taking on board feedback and making adjustments to the project plan on the basis of that feedback. The postholder will be expected to play a full part as a member of the Collections Development Team, assisting colleagues to make a positive contribution to the work where required.

The postholder must be able to:

- work in a self-contained manner, planning their own workload, applying initiative to address any problems that may arise and making decisions as appropriate to address needs, liaising with colleagues as required.
- share knowledge as appropriate with others, both of the progress of the project and to support service delivery at the Brynmor Jones Library and Hull History Centre.
- demonstrate a commitment to continuous professional development, keeping in close touch with professional developments elsewhere and ensuring that the staff, collections and services at the Brynmor Jones Library and Hull History Centre benefit from knowledge gained.

The role will primarily be located at Blaydes House to work in situ with the collections, with work also at the University Library and Hull History Centre as necessary. As part of that, there will also be opportunities to work with colleagues in the Collections Development Team more broadly in support of wider Library metadata activity (library collections, research outputs, digital collections).

GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

Overall Purpose of the Role

At this level role holders will provide high level library support to staff, students and more senior colleagues. The role holder will have practical knowledge of the systems, processes and procedures across a section or area of work and may have detailed knowledge of specialist systems and/or a broad understanding of a wide range of activities. This knowledge is gained by extensive practical experience and/or though formal instruction. The work requires the use of initiative and judgement on how to address and resolve problems with minimal guidance and instructions from senior colleagues. The role holder will plan and prioritise own work and may be required to supervise the work of others and monitor progress within agreed objectives ensuring the effective use of resources. The role holder will be expected to contribute to longer term developments within the department such as implementing improvements to working methods, policies and procedures.

Main Work Activities

Communication

- Respond to enquiries from students and staff which may be routine or complex in nature.
- Draft and type formal documentations.
- Format and edit publications.
- Attend meetings to report on information/data.
- Take notes and produce formal minutes at meetings when required.
- Update web pages.

Teamwork

- An experienced member of the team who is approached for advice and guidance by other team members.
- Can supervise the work of team members.
- Assist in the induction and training of Library colleagues as required.

Liaising and Networking

- Consult with Faculties and Schools to develop and maintain communication channels to enhance service provision and ensure best practice is followed.
- Attend relevant Library and Archive meetings.
- Help to maintain links with Faculties and Schools to facilitate communication.
- Network with library staff working at other institutions.

Service Delivery

- Provide a library service to students, colleagues, including academics and administrative staff.
- Explore departmental needs, adapting the service accordingly and in line with local policy and processes.
- Manage contributions to improving service delivery.
- Administer and monitor procedures to ensure effective delivery of the service.

Planning and Organisation

- Plan and prioritise own work.
- Manage projects for own team.
- Contributes to all aspects of Library planning.

Analysis/Reporting

- May be expected to monitor the use of a budget and report on expenditure.
- Maintain, monitor and interpret information.
- Obtain and analyse statistical information to be included in relevant reports.
- Use databases to support the work of the department.
- To research the services provided by other universities and organisations.

Teaching and Learning Support

- To support staff and students in assessing library resources.
- To update and further develop documentation as required.

Additionally the post holder will be required to:

- Fulfil the employees' duties described in the University's health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
- Comply with University regulations, policies and procedures
- Be an active and supportive citizen of the University community working collaboratively with fellow colleagues across the University to support the delivery of strategically important activity. Examples include supporting at open/applicant days, graduation or clearing activities.

COMPETENCY SPECIFICATION

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

The Competencies set out below are essential and are core requirements needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

Competency	Identified by
Knowledge and Experience	
A recognised qualification in library and information management and/or experience which is relevant to the post.	Application/Interview
Experience of working with library management systems, particularly the cataloguing functionality within these	Application/Interview
Knowledge and experience of metadata standards and applying these within library systems	Application/Interview
Experience of applying metadata rules and guidelines to provide consistency within metadata records to facilitate discovery	Application/Interview
Experience of project management	Application/Interview
Experience of liaison with stakeholders and external bodies to fulfil the needs of a project	Application/Interview
An active approach in continuing professional development/undertaking training as appropriate for personal and professional development.	Application/Interview
Communication (Oral and Written)	
Can demonstrate the ability to provide information in a suitable format so that the others' needs are met and adjusts the level of content to help others understand.	Application/Interview
Teamwork and Motivation	
Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results.	Application/Interview
Liaison and Networking	
Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time.	Application/Interview

Service Delivery

Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory.	Application/Interview

Planning and Organisation

Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress.	Application/Interview

Initiative and Problem Solving

Can demonstrate the ability to use initiative to recognise problems and offer solutions.	Application/Interview

Analysis/Reporting

Can demonstrate the ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform basic analysis.	Application/Interview

Teaching and Learning Support

Can demonstrate the ability to assist learners to achieve the required learning outcomes by using the appropriate methods of delivery. Provides assessment and feedback to help learners advance.	Application/Interview