Job description and selection criteria

Job title	Head of Electronic Resources Metadata and Content Procurement
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Osney One Building, Osney Mead, Oxford, OX2 0EW
Grade and salary	Grade 8: £45,585 - £54,395 per annum
Hours	Full time (37.5 hours)
Contract type	Fixed-term for 30 months
Reporting to	Head of Collections and Resource Description
Vacancy reference	172168
Additional information	You are required to submit a **CV and a supporting statement** with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). Please contact the recruitment team if you require the job description in an alternative format.
Closing date	12.00 midday GMT Friday 3rd May 2024

Job description

Overview of the role

The post holder is responsible for the implementation of a strategic, co-ordinated approach to electronic resource metadata and content procurement across the Bodleian Libraries. The post-holder will ensure that resources are acquired as efficiently and cost-effectively as possible, and that acquisitions are easily discoverable and accessible through diverse systems. The post-holder will be an experienced leader, who is an expert in electronic resource metadata and content procurement, and is keen to keep up-to-date with the latest trends in these areas. The post-holder works under the direction of the Head of Collections and Resource Description (C&RD) to whom the post-holder reports and deputises for when required.

The Head of Electronic Resource Metadata and Content Procurement will provide appropriate proposals and recommendations to the Head of C&RD, the Collections Management Strategy Group (CMSG), and, through them, to the Bodleian's Round Table Management Group. The post-holder provides ongoing leadership and management for the Electronic Resource Metadata and Content Procurement area of C&RD. The post-holder will continually identify and develop relevant new workflows or projects to improve the efficiency of electronic resource processes within C&RD and provide support and training to staff. The Head will brief other senior managers on new developments and contribute to the setting of departmental objectives.

The post holder is responsible for metadata and procurement of e-books, e-journals and other electronic resources and overseeing the completion of financial reporting related to expenditures. The postholder will complete the implementation of the Electronic Resources Management (ERM) System in Alma and work with multiple stakeholders including subject librarians, reader services staff, BDLSS staff and other colleagues throughout Collections Management. The work includes analysis and streamlining of current practices. The post holder will provide leadership to staff working on the e-resource helpdesk, on metadata creation and management, and the C&RD finance team, including scheduling staff that may report elsewhere. The post holder in conjunction with other colleagues, will lead on assisting the Electronic Resources Co-ordinator in analysis of the costs involved in major e-journal deals as required.

Regular Responsibilities/duties

Service delivery

- Advising on and managing cataloguing of e-books, e-journals and other e-resources including collaborating on the acquisition, batchloading and editing files of MARC records from various sources using the MarcEdit software.
- Managing cataloguing of individual e-books, and other e-resources on the Alma integrated library system.
- Organizing training of new e-resource cataloguers and other metadata providers
- Overseeing the provision of reports of newly acquired/catalogued e-books and possibly other e-resources for subject librarians.

- Answering queries from all users including librarians, academics, students and external users, either through the ER Helpdesk or direct by telephone or by email.
- Managing and scheduling and organizing training for staff working on the ER Helpdesk and front-line management of Helpdesk.
- Ensuring user queries are answered in a timely and professional manner.
- Responsible for and manages the day-to-day maintenance of electronic resource systems, in particular, Databases A-Z Libguide and Alma ERM records. This may include organizing or completing system updates, web page editing and design.
- Overseeing Libguides to meet University and user needs and requirements.
- Overseeing maintenance/updating data in databases to organise ER data, licences and the “Big Deals” and to provide statistics as and when required to staff and academics.
- Managing maintenance of Electronic Resource statistics and folders on the Bodleian Sharepoint site.
- Managing or overseeing creation, maintenance and manipulation of spreadsheets to record and report on data.
- Overseeing work or data entry onto these spreadsheets.
- Web Editor for the functional pages on the C&RD intranet website. Updating of these pages where necessary and liaison with the C&RD managers over content. Adding documents and items of interest for all Bodleian Libraries’ staff where necessary.
- Managing uploading of reports and financial data to the C&RD intranet website.
- When required, doing Acquisitions (ordering and invoicing) on the ILS (Alma).
- Referring difficult or sensitive queries to the Head of Collections and Resource Description.
- Writing and documenting of local procedures and practices for manuals and guidelines on Electronic Resources, and updating of these manuals as necessary.
- Preparation for presentations on Electronic Resources, and taking part in these presentations as required.

Decision making processes and problem solving

- Identifying bibliographic records available from different sources, including e-resource suppliers and OCLC (a global library cooperative), and managing evaluation of their quality and suitability for use in Alma and in the SOLO discovery layer.
- Referring difficult or sensitive queries to the Head of Collections and Resource Description, the Electronic Resources Co-ordinator or Head of Resource Description as appropriate.
- Planning and leading the work of the E-Resources team and staff working on rota within the team.

- Solving access problems with e-journals and databases, including authentication issues.
- Solving technical issues with Libguides

Liaison and Networking

- Liaising with international publishers regarding offers for new products, journal holdings lists, and price calculations on a professional basis.
- Confirming library cancellations through liaison with College and Departmental librarians.
- Liaison with subject librarians, and other library services staff on streamlining Electronic Resource services, the development and promotion of Libguides and the use of Alma; and with the Bodleian Digital Library Systems and Services (BDLSS) on the technical integration within the University's electronic information environment, ILS (currently Alma) and SOLO (Primo).
- Liaising with librarians at other institutions on issues surrounding library technology in relation to electronic resource provision.

Team work and motivation

- Providing advanced leadership, advice, training opportunities and assistance to staff providing metadata for all various types of electronic resources across several teams.
- Supervising and planning the work of staff members who work part time in cataloguing and part time with the ER Acquisitions team, as well as ER cataloguing throughout C&RD.
- As a major priority providing back-up cover on the ER Helpdesk when ER staff numbers are depleted due to holidays, sickness, etc.
- Providing back-up cover for financial reporting when the ER team member usually responsible for this is unavailable.
- Ensuring that the team works to tight deadlines throughout the financial year.
- Maintaining/participating in the rota for the ER Helpdesk.
- Closely collaborating with the Electronic Resources Cataloguing Specialist.
- Collaborating with others in C&RD and within the Libraries to ensure acquisitions and cataloguing of e-resources is streamlined and effectively uses staff and financial resources.

Knowledge and expertise

- Organizing or taking part in the day-to-day maintenance of electronic resource systems, in particular working with the Alma ERM and MarcEdit. This can include doing system updates, web page editing and design and system implementation as required.

- Adapting Alma ERM and other systems to meet University and user needs and requirements.
- Knowledge of batch processing of catalogue records.
- Expertise in implementing new computer systems and services.

Teaching and learning support

- Writing guidelines for new e-resource procedures and providing training for other staff.
- Organizing provision of updates on new ER trends to C&RD staff as appropriate.
- Writing procedures and training for staff new to working on the ER Helpdesk and on the use of the ERM system (currently Alma).

Communication

- Representing the C&RD Electronic Resource Metadata and Content Procurement section at the E-Book Steering Group (EBSG) meetings and in other forums as appropriate
- Communication and collaboration with stakeholders in all parts of the electronic resource life cycle

Other duties

- May be required to work on some Bank Holidays
- Participate in a regular Annual Review
- Undertake any necessary training identified
- Comply with health and safety regulations
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff
- Any other duties that may be required from time to time commensurate with the grade of the job

The Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Collections & Resource Description Department

The Collections and Resource Description (C&RD) Department was formed in April 2008 following the merger of Collection Management and Technical Services. Within the Bodleian Libraries, C&RD is responsible for collection policy and management, acquisitions, cataloguing, serials, and e-resource licensing, legal deposit and negotiation/contact with suppliers. In addition to acquiring and making e-resources available, the Electronic Resources (ER) team provides front-line help for users of the University's large collection of electronic resources including many thousands of e-journals and e-books.

For more information please visit: https://www.bodleian.ox.ac.uk/about/libraries/our-work/collections-management

Selection criteria

Essential selection criteria

- Postgraduate qualification in library or information studies, or alternatively demonstrated significant experience in the field of library acquisitions.

- Substantial experience of managing the acquisitions and metadata production of scholarly e-resources in a Higher Education library, and evidence of keeping up-to-date with new developments in the field.

- Experience of using a range of systems and technologies for supporting procurement and access including a good working knowledge of Alma modules and especially the ERM portions of the system.

- Demonstrated exceptional planning, project management and organisational abilities and experience mapping, evaluating, auditing and revising workflows

- Demonstrated ability to manage and provide leadership for staff including significant experience of dealing with all aspects of staff management

- Strong technical skills and knowledge in computing including excellent numeracy and spreadsheet skills, especially experience compiling and analysing complex financial information for accruals and other financial reporting.

- Ability to identify library user needs and take a customer-oriented and creative approach to service delivery and development.

- Ability to work independently without close supervision

- Ability to work accurately and methodically under pressure with meticulous attention to detail.

- Excellent telephone manner and communication skills including written, verbal and presentation skills; in particular, the ability to liaise effectively with other staff, academics, students within the University of Oxford and publishers/suppliers worldwide.

Desirable selection criteria

- Experience training staff on e-resource cataloguing methodologies

- Knowledge and experience of systems used for managing metadata for e-resources

- Knowledge of cataloguing in a MARC- and RDA-based online environment and knowledge of new tools and systems on the horizon such as linked data and BiBframe

- Advanced knowledge of journal publishing and experience working with publishers.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we

haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Radcliffe Camera in Radcliffe Square

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now

form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: https://www.glam.ox.ac.uk/home

The Bodleian Libraries

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 million printed items, over 100,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the Bodleian's online image portal at digital.bodleian.ox.ac.uk or by visiting the exhibition galleries in the Bodleian's Weston Library.

For more information please visit: http://www.bodleian.ox.ac.uk/

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please note that if you do not upload a completed supporting statement and a CV, we will be unable to consider your application for this role.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).
If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly on recruitment@bodleian.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Relocation

At the moment, the Bodleian Libraries is not offering relocation expenses to this post.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra
For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra
There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/
There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care
The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.
For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk