Leeds Beckett University – Job Description   Ref:

Faculty/Service	**Library and Learning Services**
Section	**Academic Engagement and Resources**
Post Designation	**Metadata Librarian**
Grade	**5**
Post to which directly responsible	**Resources and Discovery Manager**
Posts for which directly responsible	**None**

Purpose of Job

To support Library and Learning services through the development and delivery of metadata services.

To ensure resource metadata conforms to the requisite standards and is consistently discoverable across Library systems.

Responsibilities

1. To understand the specific context within which the role operates and how it relates to wider LLS goals and business processes and wider University priorities, in order to facilitate informed decision making
2. To develop and maintain sustainable metadata policies for physical and digital collections, including the Archive and Special Collections, appropriate for the LLS's current and future systems and consistent with national and international standards.
3. To develop and coordinate robust and flexible workflows to import or create quality descriptive metadata for newly acquired and existing resources, ensuring accurate and effective discoverability, usability and accessibility of resources.
4. To develop and oversee high quality original and copy cataloguing and classification policies and training materials for the Library management system, AACR2, Official RDA, MARC21, WebDewey (DDC23) and Linked data.
5. To maintain name and subject authority work on the Library management system in line with international standards and the Cataloguing Code of Ethics, ensuring improved discoverability, promoting LBU research outputs, and working collaboratively to ensure subject description is accurate, inclusive and appropriate.
6. To develop Service Level Agreements and quality control measures for timely access to, and discovery of, all newly acquired resources.
7. To maintain an active awareness and participation in the constantly evolving metadata landscape, practices and sector initiatives, liaising and collaborating with external colleagues through appropriate groups where appropriate, in order to make recommendations for improved metadata management and interoperability.
8. To design and lead small projects undertaking data migration, conversion or clean up, to improve collection discoverability and usage, including of the Archive and Special Collections, informed by feedback from users on the impact of metadata policy and legacy collection decisions.
9. To work with relevant colleagues in developing a comprehensive suite of reports from the Library Management System.

10. To manage and respond to complex metadata related queries, liaising with suppliers and advocating for improvements where necessary.
11. To coordinate the work of any staff working alongside the Metadata Librarian and to provide documentation, guidance and training for LLS colleagues on metadata best practices, sharing expertise and knowledge and promoting a culture of metadata confidence and literacy.
12. To demonstrate commitment to the University's culture and values and to making the working environment safe and welcoming for all.
13. To represent Library and Learning Services in a positive and professional way, participating in Library and University activities such as clearing, open days, welcome, graduation and other relevant events.
14. To undertake any other duties commensurate with the nature and grade of the post as requested by the line manager or other senior staff.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.

Health and Safety

You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety.

Physical Conditions

The postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus). Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and working locations as appropriate.

Relationships

Accountable to the Resources and Discovery Manager. The post holder will work closely with staff and managers across the service.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 5 (£) pro rata. On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Annual leave entitlement begins at 28 days.
Hours of work per week = 37

Probationary Period
Appointment to this position may be subject to a probationary period of up to 6 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

Pre-employment Health Assessment
Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications
In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Closing Date
xxx (midnight)
Please complete an online application. If you are unable to complete an online application, please contact the HR Services Team via HRServicesteam@leedsbeckett.ac.uk

Post Title	Metadata Librarian	Grade 5

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/Other)
1. A degree and a CILIP accredited qualification in librarianship or information management [* *see note below*]	✓	Application
2. Substantial experience of using MARC (ACCR2, RDA and DDC23) and non-MARC metadata standards and schemas, and authority data management preferably in an academic environment.	✓	Application / Interview
3. Evidence of the ability to use IT to a high standard including: • Library management systems, discovery tools, reading list systems • MarcEdit • Microsoft Teams and Office	✓	Application / Interview / Test

Performance Attributes Please note that all the following criteria are **essential**.	Method of Assessment (Application/ Interview/Test/Other)
PLANNING & ORGANISATION 4. Ability to plan and manage projects, including the ability to coordinate a project team, engage stakeholders and meet deadlines and budgets.	Application / Interview
SERVICE DELIVERY 5. Evidence of an understanding of the importance of continuous improvement and customer-focused development to service delivery.	Application / Interview
6. Ability to collect, analyse and interpret data and management information for a range of audiences.	Application / Interview / Test
TEAMWORK 7. Ability to work independently and as a member of a team, providing support, communication, training and supervision to colleagues.	Application / Interview
COMMUNICATION 8. Evidence of excellent communication skills, including the ability to communicate complex information to audiences with a mixed level of understanding in a clear logical manner using a range of formats.	Application / Interview / Test

9. Evidence of excellent interpersonal skills to build professional relations and act as an ambassador for the team, the service and the University.	Application / Interview
LEARNING & DEVELOPMENT 10. Evidence of the ability and willingness to learn, problem solve, embrace change and to maintain continuing professional knowledge and participation in the University and sector.	Application / Interview
Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please click here for further details.	

* Information on CILIP-accredited qualifications (Chartered Institute of Library and Information Professionals) at: https://www.cilip.org.uk/page/Qualifications