RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Job Title:	Content and Metadata Management Librarian (Assistant Librarian)
Location:	RCSI Dublin, 26 York Street, Dublin 2 (Hybrid – 3 days a week)
Reporting to:	Associate Librarian, Library Services Delivery
Term of office:	Permanent, Full-Time
Department:	Library

About RCSI

RCSI is a community of academic, research, clinical and professional staff working collaboratively to lead the world to better health. Here, you will thrive in an innovative and inclusive atmosphere and your personal development and wellbeing will be supported. We invite you to join us to help deliver on our exciting mission "To educate, nurture and discover for the benefit of human health". We seek candidates whose experience to date has prepared them to contribute to our commitment to the "Race Equality Action Plan 2021-2024" at RCSI. Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds. This makes our university stronger and ensures we hire the best talent.

For each of the last six years, RCSI has been positioned in the Top 250 of universities worldwide in the Times Higher World university Rankings. We are proud to announce that RCSI has ranked first in the world for "Good Health and Well-being" in the Times Higher Education #SDG Impact Rankings 2023. This reflects our commitment to supporting people of all ages to live healthy lives and our work to promote the concepts of well-being and positive health. Our values of **R**espect, **C**ollaboration, **S**cholarship and **I**nnovation continue to unite and direct our purpose.

Objective

The Content and Metadata Management Librarian plays a key role in maintaining, developing, promoting and delivering library collections, in all formats but principally electronic and digital, to support the learning, teaching, research and clinical activities of RCSI.

There are two Content & Metadata Management Librarian roles at RCSI. Working together and collaboratively within the library team they have responsibility for coordinating a team of paraprofessional staff to deliver on all aspects of content and metadata management services and activities and to actively promote collections. This position offers an ambitious and motivated individual an opportunity to contribute to the ongoing development of content and metadata management services in RCSI Library.

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Specific Responsibilities include:

- Providing leadership and day-to-day management in all aspects of content and metadata management services including but not limited to: selection and acquisitions, cataloguing & classification, deaccessioning, licensing, discovery, negotiating with vendors, trouble-shooting and resolving access issues, promoting collections and associated services, compiling usage reports & other analytics demonstrating value for money, documenting workflows and processes, devising instructional materials, monitoring quality and leading on the continuous improvement of processes.
- Providing direction and supervision to the team of paraprofessional staff supporting content and metadata management services including but not limited to, proactive delegation of tasks, supervision and review of work processes and workflows, staff training, professional development planning, and ensuring alignment of the team with operational and strategic goals.
- Integrating electronic resources into systems to ensure discovery and ease of access on and off campus.
- Monitoring and evaluating collections content and usage to ensure development is responsive to user choice and provides the best possible user experience.
- Maintain current awareness of standards, technical issues and developments in all aspects of the collection life cycle and metadata and updating local standards accordingly.
- Pro-active horizon scanning of emerging national and international trends and technologies in all aspects of the role to inform library planning and strategy
- Be an expert user of library technologies that support content and metadata management workflows seeking integrated approaches where possible and act as a proactive source of specialist advise within the team on metadata standards and bibliographic information systems which impact on service policy or delivery.
- Build and maintain strong strategic and working relationship with stakeholders and key support departments within RCSI and strong working relationships within the library team to ensure that services respond to customer needs.
- Proactively engage in training and development relevant to the role and promote work through various professional development opportunities.
- Performing other duties as required from time to time or as set out by the Director of Library Services, or nominee.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental and sustainability agenda and practices.

- Comply with and embed University policies, procedures and requirements – in particular those relating to health & safety; equality, diversity & inclusion; and information governance (cybersecurity, data protection).
- Comply with statutory legislation and rules and requirements in furtherance of your own and general staff welfare and safety.
- Represent the best interest of RCSI at all times, including serving on external committees as required.

Person Specification:

Mandatory:

- An honours primary degree and postgraduate qualification in Librarianship and Information Studies and relevant experience in a similar or cognate role.
- Experience in developing and managing library collections, print, electronic and digital born.
- Proven experience of cataloguing and managing authority control and classification using the conventions of MARC21, AACR2, MESH, and Dewey for content.
- Broad knowledge of current and emerging cataloguing standards, metadata workflows and current issues in all facets of the collection life cycle including selection, acquisition, licensing, access management and assessment of content in all formats.
- Demonstrated experience of staff supervision, financial and project management.
- A user focused approach to the design and delivery of services and a commitment to continuous improvement.
- Excellent interpersonal, customer services, verbal and written communication skills.
- Ability to work both collaboratively in a team and independently with internal and external parties and diverse constituencies, including other staff, cross-department teams and library users.
- Ability to effectively manage your own and others workloads through setting and maintaining priorities, meeting deadlines, achieving quality standards, planning and prioritising to effectively deliver individual, team, service and institutional objectives.
- Depth and breadth of IT skills relevant to the role including but not limited to library management systems; discovery systems; webpage creation and editing; MS Office particularly Word and Excel.
- Demonstrated ability to adapt to changing environments and priorities and evidence of a

flexible approach to work.

- Proven commitment to self-motivated continuing professional development including the ability to acquire new skills and apply them effectively.
- Ability to use and interpret data and take an evidenced based approach to content and metadata management services. Strong analytical and numeracy skills.

Desirable:

- Knowledge of a variety of standards such as MODS, RDA, LC and AAT, digital metadata schema and metadata interoperability and industry standards related to electronic resources e.g. COUNTER, SUSHI, and MARC *etc.*
- Experience of using ALMA and/or Primo VE to manage collection workflows and access to print and electronic collections.
- Experience in managing and supporting electronic resources and the use of Electronic Management Systems (ERMs) and familiarity with authentication services for online resources and experience of developing metadata schema cross walks e.g. Dublin CORE to MARC.
- Experience/knowledge of special collections cataloguing.
- Demonstrated ability to negotiate and manage electronic resource licenses and contracts with vendors and partners.
- Innovative and imaginative approach to continuous improvement of content and metadata management services and other library services.
- Knowledge of the electronic resources environment, licensing issues, pricing models.

The Process:

Shortlisted candidates will be invited for a formal interview via MS Teams which will include a presentation.

Particulars of Post

This post is a temporary full time appointment to the Assistant Librarian salary scale. The appointee reports to the Associate Librarian for Library Services Delivery.

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Informal Enquiries

Informal enquiries are invited in the first instance through to RCSI Recruitment at fionahoulihan@rcsi.ie. Specific enquiries about the nature of the post can be addressed directly to Kate Kelly, Director of Library Services (katekelly@rcsi.com).

We are all too aware that imposter syndrome and the confidence gap can sometimes stop fantastic candidates putting themselves forward, so please do submit an application — we'd love to hear from you.

Employee Benefits

RCSI make sure you have the resources you need to thrive by offering a wide range of benefits in areas including time away, finance, community, health, and well-being and insuring your financial future. Below are some additional benefits available to you as an RCSI employee:

- Minimum of 20 days annual leave, plus an additional 6.5 Privilege days
- Flexible/hybrid working options for colleagues across many roles
- Additional leave options incl. paid maternity leave, paternity/parental leave, study leave
- 7% Employer pension contribution
- Onsite gym €10 per/mth incl. classes and PT sessions
- Childcare support 20% discount at Giraffe
- Free eye test and annual flu vaccination
- TaxSaver commuter tickets and Bike to Work schemes
- A site sustainability team focusing on the environmental initiatives; *Green Campus Initiative*
- Competitively priced café and restaurant
- Equality, Diversity & Inclusion forums, and network groups
- Employee assistance programme with Spectrum Life
- Learning and Development training programmes incl. LinkedIn Learning for career progression
- Discounted services incl. GP visits, 10% off dental, staff parking, mobile tariffs, Group Scheme
- Discount on numerous brands
- Sports and social club incl. yoga, Pilates, fitness classes, Zumba, running club, social evenings, Summer BBQ
- Ticket Draws for events including; Rugby, Taste of Dublin, Dublin Horse Show, theatre, music & comedy events

Note: This job description may be subject to change to reflect the evolving requirements of the Department and RCSI. Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position. RCSI is proud to be an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their gender, civil status, family status, sexual orientation, religion, age, disability or race. RCSI is committed to embedding equality, diversity and inclusion (EDI) across everything we do. This ensures we can all work and learn in an environment defined by dignity and respect. Eligibility to work in Ireland is a requirement of this role, Proof of eligibility documentation will be required at a later date. Under limited and specific circumstances (research/ specialist roles) RCSI may be in a position to seek a hosting agreement and/or work permits. Employees are required to undertake 6 months service in their current role before applying for other internal opportunities, unless agreed in advance by the SMT representative