JOB DESCRIPTION

Job Title:	Metadata and Discovery Coordinator
Department /Faculty:	Library Services
Grade:	RHUL 6
Reporting to:	Head of Acquisitions and Content Delivery
Responsible for:	Senior Information Assistant (Metadata and Discovery)

Department Background

The Library, Learning Support, and Culture Division is responsible for providing a range of services to support Royal Holloway's learners, academic staff and researchers. These services include the provision of advice and support, together with access to digital and physical content. Teams shaping the cultural and learning support strategy of the University, and the division's Administration function are collocated within the Division's portfolio and play a prominent role in the delivery of the University's ambitions.

The Library Service is comprised of Academic Liaison, Acquisitions and Content Delivery, Customer Services, Library Systems, and Research Information (ca 65 posts in total).

Job Purpose

- To coordinate activities relating to the capture and management of Library metadata.
- To take forward initiatives to improve the discoverability of content within internal and external resource discovery services.
- Supporting the production and collection of selected Library analytics

Key responsibilities and outcomes: (most frequent duties first)

Metadata Management

1. Manage the creation and supply of metadata to the library management system (Alma), including manual creation and import of external data. Ensure that any new data sources are integrated with workflows and systems. Develop and implement innovative options for workflow support, including automation (eg normalisation rules, scripting, bulk updates).

2. Manage the Senior Information Assistant (Metadata and Discovery), ensuring appropriate cataloguing duties are undertaken, and agreed service standards are met. Take

responsibility for any stock in the 'cataloguing' department – ensuring the Senior Information Assistant actively manages the flow of stock, and undertaking such work as is necessary to aid the SIA and the swift movement of stock through cataloguing and to the end user.

3. Monitor system updates, review and implement new functionality, brief and train staff on any changes relevant to metadata and discovery, and amend local procedures if necessary. Troubleshoot issues with system, liaising with the Library Systems Manager and the systems supplier to resolve them.

4. Manage the discovery of content within our resource discovery service, LibrarySearch focusing on initiatives to improve the discoverability of Library content and the impact of library catalogue metadata. Support the Library Systems Manager with the configuration of LibrarySearch and the harvesting of data from both new and existing data sources to assess the effectiveness of Library discovery systems, and produce reports and recommendations for improvements.

5. Take responsibility for monitoring metadata quality. Ensure that all metadata is compliant with selected schemas. Work with the Head of Acquisitions and Content Delivery and the Library Systems Manager to agree the most efficient and effective means of acquiring metadata. Monitor metadata to ensure it meets Library standards, and implement appropriate error control procedures. Identify needs for remedial improvement of legacy metadata and/or reclassification opportunities, and support planning and management of data improvement projects.

6. Implement and manage the use of metadata standards and schemas for a full range of library collections, including descriptive metadata (e.g. RDA, AACR2, MARC21), controlled vocabularies (e.g. LCSH, authorities etc.), classification schemes (e.g. Dewey), and interoperability (e.g. Z39.50). Support the planning for transition to new standards as required.

7. In consultation with library colleagues and working with the Senior Information Assistant (Metadata and Discovery) project manage the metadata creation, cataloguing and discoverability of any areas of stock as required, eg uncatalogued stock, donations. Involvement, as required, in any major stock moves.

8. Provide analytics to inform collection management, as directed. Involvement in periodic library-wide collection management project teams, as required, in particular managing specific projects and service development initiatives relating to metadata development, resource discovery and cataloguing.

9. Manage the Library's use of and participate in selected external discovery systems, including external catalogues (e.g. Library Hub, OCLC WorldCat, Search25). Manage the export of Library metadata to external discovery systems, ensuring that data is regularly updated and correctly displayed.

10. Develop expertise in Alma's analytics functionality, especially in relation to metadata, providing advice, guidance and training to colleagues, who will lead on analytics in their specific areas.

11. Develop and maintain knowledge of current metadata, discovery and analytics

standards, systems and supporting technologies. Participate in networks in the area of metadata, discovery and analytics (for example the Ex Libris' user groups) in order to maintain awareness of trends and monitor developments made by RLUK, Jisc and any other national or international partnerships and collaborations.

12. Line manage the Senior Information Assistant (Metadata and Discovery), participating in recruitment, induction, probation, performance management, staff development and pastoral care.

Other duties:

The duties listed above may be varied from time to time as dictated by the changing needs of the University. The post holder will also be expected to undertake additional duties as appropriate to the grade and as requested by their manager. This may include occasional evening and weekend commitments, for which time off in lieu will be offered.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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	ESSENTIAL	DESIRABLE	Tested by (Application form, interview, test)
Knowledge, Education, Qualifications and Training			
A first degree in an academic discipline	X		Application form
Postgraduate qualification in librarianship, information science or information management and/or relevant work experience in a library or information service.	X		Application form
Skills and/or Abilities			
Knowledge of current issues in enabling discovery of scholarly information resources in H.E. libraries. Awareness of emerging trends in higher education libraries, publishing, scholarly communication, and information delivery; and the ability to respond to these trends to support continuous improvement of services and processes.	X		Interview
Detailed knowledge and experience of the practical application of a range of metadata standards and schemas (e.g. RDA, AACR2, MARC21, LCSH, Dewey). With excellent attention to detail.	X		Application form, Interview
Ability to collect and analyse management information and data in support of library planning and strategy development.	X		Application form, Interview
Excellent organisational, planning and problem solving skills to plan and implement service and/or process improvements.	X		Presentation, Interview
Excellent IT skills and experience of using a wide range of applications. Knowledge and experience of using HTML, APIs, XML and other applications would be desirable.	X		Application form
Self-motivation and the ability to organize own workload and the workloads of others, allocating resources as required to meet agreed priorities	X		Presentation, Interview

	Essential	Desirable	Method of assessment
Ability to build and maintain effective working relationships with staff, external suppliers and other stakeholders. And the ability to work collaboratively as part of a cross-disciplinary team to achieve joint goals.	X		Presentation, Interview
Excellent verbal and written communication skills.	X		Application form, Presentation
Experience			
Experience of using a range of systems and technologies for supporting discovery and metadata management, including library management systems and resource discovery systems.	X		Application Form, Interview
Experience of line management or staff supervision. Proven ability to monitor staff performance and motivate staff to achieve their full potential.		X	Application Form, Interview
Other requirements			
A commitment to own personal professional development. Evidence of active participation in relevant external professional networks and groups.	X		Application form, Interview
Weekly evening duty and occasional weekend working required.	X		Interview