

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF30023
<b>Post Title:</b>	Acquisitions Co-ordinator
<b>Grade:</b>	Grade 5
<b>School/Department:</b>	University Library
<b>Reports to:</b>	Content Manager
<b>Responsible for:</b>	Library Assistants

## Purpose

To co-ordinate and develop acquisitions processing routines for books, e-books, serials and other materials.

To supervise and co-ordinate the acquisition work of relevant staff within the Acquisitions Team, to ensure efficient workflows.

## Main duties and responsibilities

### Acquisition of stock

- To supervise, document and develop acquisitions processing routines for books, e-books and print serials, helping to ensure efficient and cost effective working in the section as a whole
- To assign book and e-book orders to designated suppliers within the guidelines of the University Procurement framework.
- To co-ordinate purchase card use within the Acquisitions Section and distribute and assign purchase card orders to appropriate card holders.
- To deal with non-standard and special acquisitions, for example multi-media (DVDs, CDs), maps and material for Special Collections.
- To manage requests for high demand stock, arranging purchasing of additional stock and maintaining statistics of hold titles.
- To co-ordinate invoice payment routines in conjunction with the Invoices and Standing Orders Supervisor for books, e-books and serials. To liaise with the Library Office and Operations Supervisor to ensure timely payment of invoices.
- To train Acquisition Team members in acquisitions procedures for designated material types, including identifying training needs and producing relevant documentation.
- To co-ordinate day to day contact with suppliers of books, e-books and print serials, with particular reference to claims, cancellations, invoices and credit notes.
- To assess open orders using suppliers' automatic order status reports and level of urgency indicated to ensure resources are made available to Library users in a timely manner.
- To create and update serial control records to reflect frequency changes and/or publisher changes to ensure serial issues are claimed, paid and added to stock in a timely manner.
- In liaison with the Collections Services Manager and Content Manager, to provide relevant and timely information about Acquisitions to all Library staff, on, for example, the progress of orders and expenditure from relevant budgets.

## **Collections work and reading lists**

- In liaison with the Metadata Manager, to co-ordinate the creation and amendment of bibliographic records and the downloading of bibliographic records from external databases for the acquisitions process.
- In liaison with the Metadata Manager to supervise RFID tagging procedures for the acquisitions process.
- To manage Short Loan information supplied to Acquisitions and ensure new Short Loan stock is processed effectively.
- To review online reading lists, and liaise with the Reading List Co-ordinator to ensure online reading lists are populated with accurate metadata and Library holdings.

## **Staff management and other responsibilities**

- To line manage a number of Library Assistants: to set objectives, allocate tasks and agree work priorities; provide day-to-day guidance and advice; to identify and facilitate supporting individual/team training needs; to hold regular progress meetings, manage any sickness/performance/conduct/grievance issues in accordance with the University's HR policies and procedures, conduct annual performance review/appraisal discussions and to assist with staff recruitment.
- Actively participate in projects and working or task and finish groups, representing the Library both internally and externally.
- Contribute to strategic and operational policy and planning activities for the Library as a whole
- To actively participate in, and lead on as required, cross-Library projects and initiatives to develop, review and build upon current and future services and support with particular reference to acquisitions.
- To demonstrate a commitment to CPD and the development of other staff by undertaking appropriate activities to ensure relevant skills and knowledge remain up to date (e.g. contributing to the Staff Development Hour programme, achieving HEA Fellowship, attending relevant internal and external training events etc.) with particular reference to resource acquisition.
- To keep abreast of trends and developments in higher education, library/information services
- To participate in the Welcome Desk rota, as required, answering general enquiries from library users.
- To undertake any such other Library duties as may reasonably be assigned, including participation in rotas for evening and weekend duties, as required.

## **Supervision received**

Collections Services Manager

Metadata Manager

Library Experience and Engagement Manager re: evening duties

## **Supervision given**

Collections Services Library Assistants

## **Contact**

Library Office and Operations Supervisor

Academic Liaison Librarians

Reading List Co-ordinator

Systems Administrator

Cataloguing Librarians

Collection Management Librarians

### **Terms and conditions**

Full time, permanent.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: 09/08/2019**

# PERSON SPECIFICATION

Job Title	School/Department
Acquisitions Co-ordinator	University Library

Criteria	Essential	Desirable
<b>Skills Required</b>	<p>Excellent communication and interpersonal skills, with the ability to liaise with staff at all levels within the Library and external suppliers</p> <p>Ability to work effectively in a team</p> <p>Analytical skills and an evidence-based approach to problem solving</p> <p>Good IT skills including a good proficiency with using Office 365 applications</p> <p>High level of numeracy</p>	
<b>Attainment</b>	<p>Higher education degree or equivalent</p> <p>Demonstrable commitment to continuing professional development and learning new skills</p>	
<b>Knowledge</b>		<p>Knowledge of MARC 21 for cataloguing procedures</p> <p>Familiarity with book and/ or serial supply chain in Higher education libraries.</p> <p>Knowledge of reading list systems and resources in a Higher Education environment</p>
<b>Relevant Experience</b>	<p>Experience of staff training and supervision</p> <p>Experience of analysing reports/data in order to identify patterns and problems</p> <p>Experience of working in a library environment</p>	<p>Customer service experience</p> <p>Experience of working in acquisitions</p> <p>Experience in collating costings and product/supplier evaluation</p>
<b>Disposition</b>	<p>Strong analytical and problem-solving skills</p>	

	<p>The ability to prioritise tasks, manage time effectively and work to and meet deadlines</p> <p>The ability to work on a range of tasks concurrently and to move between tasks as required</p> <p>A high level of attention to detail and accuracy and the ability to work methodically</p> <p>Commitment to a high standard of user-focused service delivery</p> <p>Adaptable, flexible approach</p> <p>Open to sharing good practice</p> <p>Positive attitude to change</p>	
<b>Other</b>	<p>Commitment to providing a library service which reflects the equality and diversity of our community</p> <p>Awareness of health and safety standards and have the ability to cope with the physical demands of the work (manual handling, DSE regulations, for example)</p>	

Completed by: Rachael Scott

Date: 09/08/2019