

Assistant Librarian (Metadata and Research Data Services) Grade VI (12 Month Fixed Term Whole Time Contract)

Information on Cork Institute of Technology

Cork Institute of Technology (CIT) is a publicly funded higher education provider of high national and international standing located in Cork, Ireland's second largest city and capital of Ireland's south-western Munster province. With currently ca. 12,000 total enrolments and 1,425 staff (incl. 824 academic teaching and research staff), CIT is the second largest of Ireland's Institutes of Technology and offers programmes of higher and further education and training in the fields of Engineering, Science, Business, Computing, Fine Art & Design, Humanities, Maritime Education and Music. CIT offers in the region of 260 awards at Levels 6 to 10 of the National Framework of Qualifications (NFQ), encompassing the major awards of Higher Certificate, Ordinary Bachelor, Honours Bachelor, Higher Diploma, Postgraduate Diploma, Master, Professional Master (jointly with University College Cork) and PhD.

The comprehensive quality infrastructure for both taught and research degree provision currently in place will enable the Institute to make a seamless transition to assuming full degree awarding powers following its re-designation as a Technological University, which is currently underway. The mission of the Munster Technological University is the promotion of the use of knowledge to realise positive effects for society. The future role of library services plays a significant role in achieving this MTU vision through excellence in education, research and engagement.

Position Title: Assistant Librarian (Metadata and Research Data Services) Grade VI

Position Summary:

Cork Institute of Technology Library seeks a forward thinking Metadata and Research Data Services Assistant Librarian to lead in the establishment, implementation, and assessment of metadata services that support research efforts at CIT in the context of Open Science initiatives and ongoing developments in scholarly communication. This newly created position reports to the Institute Librarian. CIT Library aims to connect scholars with the tools, resources, and knowledge in order to support CIT's Research mission to continue to build on niche strengths and to develop sustainable and productive research, innovation, technology transfer and postgraduate education across all its faculties.

The **Metadata and Research Data Services Assistant Librarian** provides expertise and leadership to the Library and the broader Institute community on metadata and related issues during every phase of the data cycle. These will include, but are not limited to research data management, data repository and storage platforms, and data analysis. They will play a crucial role in securing the quality of research data in all its manifestations, across multiple disciplines, in this way enabling optimal use and reuse of the data.

The **Metadata and Research Data Services Assistant Librarian** role oversees the creation, maintenance, and enrichment of metadata representing the Library's physical and virtual collections. The successful candidate will manage the ongoing work of the Cataloguing team and is responsible for the cataloguing of materials in all formats. The position will involve working closely with colleagues to evaluate and document policies, procedures and workflows for cataloguing and repository maintenance/development and non-MARC metadata creation within the Library.

Main Duties and Responsibilities:

- Establish and provide leadership for the implementation and assessment of metadata services that support research efforts across the Institute; monitor, measure, and assess the success of these services. For example, consulting on discipline-specific schemas for individual faculty or research centres/groups managing data.
- Assist in collecting, managing and sustainably storing and/or publishing research data ensuring careful administration of the data meets relevant rules and legislation.
- Advise researchers on the quality and protection of the (meta)data, help in advising on the improvement of the data architecture and assist in implementing improvements or expansions where necessary.
- Consult and recommend potential metadata integration points, metadata elements and schemas, controlled vocabularies and digital identifiers to be leveraged across multiple campus and Library systems.
- Regularly evaluate metadata schemas, elements and their implementations to achieve optimal discoverability of the Libraries' digital collections that are distributed across multiple platforms and discovery services.
- Develop training materials and documentation for the Institute's research community and deliver guidance, support and training in the application of Metadata Standards and Research Data Management planning, taking into account good practice such as data protection, integrity and confidentiality.
- Maintain oversight of research funder mandates and publisher policies as they apply to research data management ensuring key developments are disseminated to the research community and reflected in Institute policies.
- Oversee daily work of the cataloguing team including original cataloguing, copy cataloguing, metadata creation, and database/repository maintenance; supervise and train library staff.
- Create original bibliographic and non-MARC metadata records following RDA, AACR2, Library of Congress Classification Schedules and subject headings and other non-MARC metadata related formats (e.g., Dublin Core).
- Liaise with Systems Librarian in identifying and creating record format specifications and developing procedures for importing/exporting, batch data processing, publishing, and integrating records from multiple sources in MARC and non-MARC schema.
- Develop training materials and documentation for library staff in the application of metadata standards and cataloguing policy and procedures.
- Serve as liaison and lead efforts between internal and external partners on collaborative cataloguing and metadata projects such as interdisciplinary data sets, department collections etc.

- Maintain knowledge of and engage in continuous professional development to keep up with current and developing standards and practices for metadata and cataloguing.
- Represent the Institute library at conferences and participate in the organisation of events hosted by the library.
- Serve on library and Institute committees.
- Carry out any other duties which are appropriate to the post as may be requested by the Librarian.

Essential Requirements

- A degree and a recognised post-graduate qualification in Librarianship/Information Studies or a related discipline.
- Broad knowledge of current and emerging cataloguing and metadata workflows and best practices.
- Demonstrated knowledge of cataloguing standards and tools in one or more of the following; AACR2/RDA, LCC, LCSH, MARC21, FRBR, OCLC WorldCat, and OCLC Connexion.
- Demonstrated knowledge of one or more non-MARC metadata schemes, practices and standards such as Dublin Core, EAD, METS, MODS, etc.
- Knowledge of current practices for digital identifiers, such as ORCID and DOI.
- Demonstrated ability to apply metadata schemas and emerging standards of practice.
- Knowledge of discovery tools and metadata practices supporting discovery, specifically in both a library and research context.
- Experience in training small or large groups.
- Proven capability for managing a variety of tasks and multiple priorities.
- Demonstrated ability to work collaboratively and independently in a team environment.
- Demonstrated initiative and proven ability to learn new technologies and adapt to changes in the profession.
- Excellent analytical, time management, organizational, and creative problem-solving skills.
- Excellent interpersonal skills, including the ability to work in a highly collaborative, inclusive and multi-faceted research environment.
- Strong verbal and written communication and presentation skills.
- Demonstrate a forward thinking, flexible and strong service orientation.

Desirable:

- Minimum of 2 years' experience working in a third level academic library setting.
- Knowledge of current practices for digital preservation, including preservation metadata schemas and practices, such as PREMIS.
- Knowledge of RDF and Linked Data.
- Knowledge of Git for version control of data.
- Knowledge of SQL for querying data.
- Knowledge of Openrefine for data cleaning.
- Knowledge of packages such as R and Python for data manipulation, statistical analytics and visualization.
- Experience with repository technologies.
- Ability to work collaboratively with programmers and web developers.

Salary Scales:

Grade VI: €46,771.00 to €57,157.00 per annum (including long service increments)

Applications by CIT eRecruitment only.

Applications will not be accepted in any other format.

Please log on to www.cit.ie/vacancies for further details and to apply for these positions.

Closing date for receipt of eApplications is **1:00 pm on Thursday, 28th February 2019.**

NOTE:

In addition to the minimum qualifications, it may be necessary to introduce further shortlisting criteria. Therefore, applicants may be shortlisted on the basis of qualifications and suitable experience, based on details given in the application form. Applicants should note that they may be called for more than one interview.

Cork Institute of Technology is an equal opportunities employer.