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
Reporting to: Associate Librarian, Library Services Delivery
Term of office: Full Time Temporary (Maternity Leave)

About RCSI

As a University of Medicine and Health Sciences, the Royal College of Surgeons in Ireland (RCSI) is a degree-awarding health sciences institution specialising in medical and health sciences education, surgical training and research. As a global institution with undergraduate medical programmes in Dublin, Bahrain and Malaysia; Schools of Medicine, Pharmacy and Biomolecular Sciences, Physiotherapy, Postgraduate Studies and Nursing and Midwifery; and Leadership Institutes in Ireland and Dubai, RCSI has a broad international reach and the ability to unlock significant advancement for patient safety and clinical outcomes worldwide.

Objective

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

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, negotiating with vendors, trouble-shooting and resolving access issues, promotion of collections, 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 of collections content and usage to ensure development is responsive to user choice and provides the best possible user experience.
- Maintain current awareness of national and international trends, standards, emerging technologies, technical issues and developments in all aspects of the collection life cycle and metadata and updating local standards accordingly.

- Be an expert user of library technologies that support content and metadata management workflows seeking integrated approaches to working where possible and act as a proactive source of specialist advice 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.
- 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 set out by the Director of Library Services, or nominee.
- 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:

Essential:
- An honours primary degree and postgraduate qualification in Librarianship and Information Studies and at least two years' post qualification experience in a similar or cognate role.
- Experience in developing and managing library collections, print, electronic and digital born, in an academic or health sciences library.
- 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.
- 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.
- 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.
- 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:
- Demonstrated experience of staff supervision, financial and project management.
- 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, 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); familiarity with authentication services for online resources and experience of developing metadata schema cross walks e.g. Dublin CORE to MARC.
- 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 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

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 Kathryn Smith, Associate Librarian, Library Services Delivery (kathrynsmith@rcsi.ie).

Please Note:
This job description may be subject to change to reflect the evolving requirements of the Department and RCSI in developing healthcare leaders who make a difference worldwide.

Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.

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.

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.

If you have any particular requirements for your interview, please notify the Human Resources Department at your earliest convenience.