

## Library

### **Assistant Librarian – Metadata and Research Data Services - Grade VI (1 year fixed-term, whole-time contract - Leave Cover)**

**Reporting to: Head Librarian – Cork Campus**

**The successful candidate will be based in the Cork campus**

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#### **Overview of the role:**

An opportunity has arisen for an Assistant Librarian on a 12-month fixed terms basis. The University Library seeks a forward-thinking Metadata and Research Data Services Assistant Librarian to lead in the implementation, assessment and provision of metadata and data management services that support research efforts at the University in the context of Open Science initiatives and ongoing developments in scholarly communication. The Metadata and Research Data Services Librarian provides expertise and leadership to MTU Library and the broader University 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 service activity reporting. 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 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 will include but not limited to:**

1. Provide leadership for the implementation and assessment of metadata services that support research efforts across the University; monitor, measure, and assess the success of these services. Provide consultation and guidance for individual faculty or research centres/groups managing data. For example, advising on discipline specific or core metadata schemas.
2. Develop training materials and documentation for the University'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.

3. 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 University policies.
4. Assist in collecting, managing and sustainably storing and/or publishing research data, ensuring careful administration of the data meets relevant rules and legislation.
5. 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.
6. 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.
7. Oversee daily work of the cataloguing team including original cataloguing, copy cataloguing, metadata creation, and database/repository maintenance; supervise and train library staff.
8. 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).
9. 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 schemas.
10. Develop training materials and documentation for library staff in the application of metadata standards and cataloguing policy and procedures.
11. 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.
12. Maintain knowledge of and engage in continuous professional development to keep up with current and developing standards and practices for metadata and cataloguing.
13. Represent the University library at conferences and participate in the organisation of events hosted by MTU Library.
14. Serve on Library and University committees.
15. Carry out any other duties which are appropriate to the post as may be requested by the Head Librarian.

## **The successful candidate will have minimum academic qualifications and experience as follows:**

### **Essential:**

- 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 Datacite, 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 research data management planning requirements, developments and toolkits such as DMP Online
- Applied knowledge of data repositories and of the registry of research data repositories
- Knowledge of Git and Github for version control of data.
- Knowledge of SQL for querying data.
- Knowledge of Openrefine and MARC edit 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.

**Terms of the Appointment:**

- Salary Scale: €49,041.00 - €59,914.00 per annum (including two long service increments)
- 1 year fixed-term, whole-time position – 37 hours per week
- Annual leave: 27 days per annum

**The Interview Process:**

If invited to interview, it is likely candidates will be assessed at the interview under the following criteria: Additional criteria may be added for the Interview as the need arises.

- Teamwork and Organisational Skills
- Technical Skills
- Interpersonal and Communication/Presentation Skills
- Relevant knowledge and Experience
- Leadership Skills/ Project Management Skills

Candidates will be required to give a ten-minute presentation titled: ***Growing and supporting a culture of best practice in research data management for Munster Technological University.***

## Important Notes:

- a. Screening and short-listing only takes place on the basis of information submitted on the application. In addition to the minimum criteria, it may be necessary to introduce further shortlisting criteria. Candidates should note that they may be called for more than one interview.
- b. Please ensure that full information is given on qualifications and that the information is accurate and corresponds to the original transcript of qualifications.
- c. Please ensure that those you nominate as referees are contacted by you and will be able to supply a reference, if requested.
- d. The University regrets that it cannot pay expenses for candidates attending interviews for this post or for taking up the position, if appointed.
- e. Applications received after the closing date will not be accepted.
- f. Appointments will be subject to Garda vetting.

## Application Process:

Applications by MTU eRecruitment system only. Applications will not be accepted in any other format. Please log on to [www.mtu.ie/vacancies](http://www.mtu.ie/vacancies) for further details and to apply for this position.

**Closing date for receipt of completed applications is  
1.00 pm on Monday, 14 March 2022.**

The information given in this document is of a general information nature only and should not be taken as contractual.

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