

NATIONAL STEM CENTRE

eLIBRARY CO-ORDINATOR

JOB DESCRIPTION AND PERSON SPECIFICATION

Position	eLibrary Co-ordinator
Location	National STEM Centre
Term of appointment	Two years, starting as soon as possible.
Full time equivalent	1.0 FTE 37hrs hours per week
Salary	£25,000 - £30,000 per annum
Pension scheme	This appointment confers eligibility for a final salary scheme (the Universities Superannuation Scheme), and under the current terms of which the employer's contribution is 16% of the employee's salary, providing the employee makes a contribution of 6.35%.
Annual leave	30 days per annum pro rata (plus 8 Bank Holidays)
Reporting to	Director, National STEM Centre

Background

The National STEM Centre is co-located with the National Science Learning Centre, on the University of York campus.

The development of the physical and eLibrary resource collections are at the heart of the National STEM Centre's activity. The eLibrary Co-ordinator will be a pivotal role suiting an individual with drive and enthusiasm.

Please refer to the 'National STEM Centre – Additional Information' document for further details.

The Role:

eLibrary Co-ordinator (1.0 fte)

The *eLibrary Co-ordinator* role is expected:

To oversee the day to day management of the eLibrary.

To work with the Centre's Director and Mathematics Specialist in establishing strong working relationships with providers of resource materials for the eLibrary.

To support the co-ordination of teachers and consultants who are identifying suitable resource materials for the eLibrary.

To work with the Resource Centre Co-ordinator, who has responsibilities including sourcing and digitisation of physical resource materials, to ensure effective management of both the physical and digital resource collections.

To implement and maintain appropriate workflows for the eLibrary, in order to ensure effective asset management.

To regularly review and maintain appropriate eLibrary policies.

To lead copyright clearance processes.

To lead eLibrary user training.

To be an advocate for the eLibrary with resource providers, teachers and lecturers, and the wider STEM community.

To support the Centre's Director in establishing the National STEM Centre as the national hub for STEM resources for both stakeholders and teachers and lecturers.

Key Responsibilities

- Coordinate activities of staff working on the eLibrary system, both on and off site:
 - identifying suitable resources
 - obtaining copyright clearance
 - creating and managing resource collections
- Day-to-day management of the eLibrary, including daily updates and routine maintenance.
- Review and continue to develop appropriate eLibrary policies.
- Develop IPR guidelines to ensure consistent good practice, and provide advice on relevant IPR issues.

- Monitor user-generated content on the eLibrary, e.g. reviews and comments.
- Liaise with resource providers, such as publishers, learned societies, and subject associations in order to contribute to increasing the eLibrary resource collections.
- Where necessary implement the conversion of resources to suitable formats, which may involve liaison with external contractors.
- Work with colleagues to identify needs of eLibrary user groups, and to ensure that all of the team are aware of any user feedback.
- Liaise with the National STEM Centre website editor to plan and develop regularly updated feature content for the communications area of the website, for example, to publicise eLibrary developments and collections, FAQs, and presentations to increase user engagement.
- Review metadata implementation and management to maximise the eLibrary search facility, and for the ongoing promotion of the service through search engines.
- Monitor download and other usage indicators to identify the impact and success of the eLibrary and areas for improvement in the service, and produce regular appropriate usage reports for internal and external use.
- Answer queries regarding eLibrary functionality and use and provide advice as appropriate.
- Set up user satisfaction surveys to evaluate the service and report on findings where appropriate.
- Assess the training needs of different user groups of the eLibrary, and provide appropriate training programmes, for example:
 - National STEM Centre staff
 - resource providers (who may also deposit resources)
 - teachers and lecturers accessing resources from the eLibrary
- Manage user expectations to ensure that expected service delivery is achievable, and be the first port of call for comments, complaints and relationships if service delivery does not meet user demand.
- Scope the long term storage requirements of the eLibrary, and work with IT services on the use of network storage and backup requirements.
- Engage in learning and development activities appropriate to the skills and competences required to fulfil the position.
- Any other tasks as reasonably required by the Director.

Person Specification

	Details	E*	D*
<p>ATTAINMENT</p> <p>Evidenced achievements e.g. relevant qualifications (or equivalents), training, membership of professional bodies</p>	<ul style="list-style-type: none"> • Degree or equivalent • Two A-levels or equivalent • GCSE English and Mathematics grades A-C 	<p>e</p> <p>e</p> <p>e</p>	
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of content management systems • Experience of working in an education sector/educational publishing • Experience with web-based software and services including web 2.0 services and statistics tools such as Google Analytics • Familiarity with one or more repository software systems 	<p>e</p> <p>e</p> <p>e</p>	<p>d</p>
<p>COMPETENCES</p> <p>Skills and abilities required for effective performance</p>	<ul style="list-style-type: none"> • Strong ICT skills • Familiarity with relevant metadata standards, e.g. Dublin Core, UK LOM • Ability to develop appropriate metadata and other standards • Ability to test implementation of workflows and other standards with the library team as appropriate • Familiarity with current best practice procedures and external advice and resources for storage and preservation • Ability to work with IT services on use of their network storage, including scoping the long term storage requirement of the eLibrary, and liaising with IT services to ensure effective back up services • Able to provide advice on relevant IPR issues • Able to review and develop and implement appropriate eLibrary policies 	<p>e</p> <p>e</p> <p>e</p> <p>e</p> <p>e</p> <p>e</p> <p>e</p> <p>e</p>	<p>d</p>

<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Excellent written, oral communication and interpersonal skills • Strong team-working abilities, and a flexible and adaptable approach to work • Strong organisational skills and the ability to manage your own workload to tight deadlines 	<p>e e e</p>	
<p>OTHER INFORMATION RELEVANT TO THE POST</p>	<ul style="list-style-type: none"> • Willingness to be flexible over hours of working • Willingness to undertake occasional travel within UK 	<p>e e</p>	