

Candidate Information

Position: Bibliographic Services Manager (Job Share - 0.5 FTE)
School/Department: The Library
Reference: 25/112669
Closing Date: Monday 4 August 2025
Salary: £51,016 - £62,695 per annum (pro rata)
Anticipated Interview Date: Tuesday 2 September 2025
Duration: Permanent

JOB PURPOSE:

To lead the Bibliographic Services team, responsible for acquiring and cataloguing the Library's electronic and print content, and for managing and providing access to this content, whether purchased, licensed or open.

MAJOR DUTIES:

1. Lead, manage, and motivate a team of librarians, library assistants, and clerical staff, and take responsibility for their training and development.
2. Manage the work of Acquisitions and Serials staff to ensure the effective and efficient acquisition of electronic and print content.
3. Oversee and report on acquisitions budgets; manage monitoring procedures to ensure budgets are not exceeded; and monitor budgets to meet internal requirements and ensure maximum value is delivered.
4. Develop and monitor suppliers' service standards to ensure cost-effectiveness and consistently high-quality service.
5. Oversee supplier liaison, negotiation and licensing for resources, collaborating with colleagues to select agreements that align with institutional access requirements and support the transition to open access.
6. Manage the work of Cataloguing staff to ensure that resources are catalogued and classified using international standards.
7. Facilitate activities and projects to keep metadata current and enhance description to facilitate discovery.
8. Lead the Electronic Resources team in managing and enhancing access to resources via the Library Services Platform, Discovery Service, and other channels. Ensure that access issues are resolved, and user guidance is developed.
9. Develop and manage systems to collect, analyse and present reports, statistics and other data relating to the work of the team and related areas including resource usage, content management and finance.
10. Manage projects to facilitate significant service/policy/operational changes.
11. Evaluate existing service provision by keeping abreast of feedback, identifying trends and developments in comparable institutions, generating ideas and testing innovative solutions.
12. Shape strategic direction and develop operational plans in own area of activity in the context of wider divisional and directorate plans.
13. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

ESSENTIAL CRITERIA:

1. A degree level qualification in any discipline. OR; Substantial relevant experience in a similar role.
2. Significant recent and relevant experience in an academic or research library.
3. Experience of managing and developing staff.
4. Excellent information, IT and web skills and significant work-based experience of using a wide range of technologies.
5. Detailed knowledge of a range of academic/research library operations and an understanding of trends in information management and delivery.
6. High level of specialist/professional engagement with current practice and developing knowledge in the area of bibliographic services.
7. Detailed knowledge of Library Services Platforms.
8. Excellent oral and written communication and presentation skills.
9. Must have a strong commitment to customer service and ongoing service development.

10. Excellent interpersonal skills including motivating, negotiating, influencing and relationship/partnership building.
11. Ability to lead service development initiatives and inspire teams to deliver continuous improvement.
12. Ability to work under pressure and deliver to deadlines.
13. Must be committed to personal and professional development and participate in relevant regional and national forums and events.
14. Ability to travel as required across the UK/Ireland to attend regional/national meetings and/or conferences.
15. Ability to perform regular evening work.

DESIRABLE CRITERIA:

1. A degree level qualification in library/information science or related area.
2. Experience of managing and controlling budgets and an understanding of financial management procedures.
3. Experience of bibliographic and stock management issues.
4. Detailed knowledge of relevant legislative framework – copyright, data protection, e-resource licensing etc.
5. Good project management skills.
6. Good management information analysis skills.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Maire Bradley - m.bradley@qub.ac.uk.