

## JOB DESCRIPTION

**Job Title:** Acquisitions Co-ordinator

**Grade:** SG6

**Department:** Libraries & Academic Enhancement / Information and Library Services (ILS)

**Responsible to:** Collections Services Librarian

**Responsible for:** In liaison with the Collections Services Librarian and Collections Manager, to allocate and monitor spending of the annual library collections budget.

**Key Contacts:** Collections Services Assistants, Information and Library Services (ILS) staff, Finance Department, Procurement Team and Colleagues within ULMS collaboration and External suppliers.

**Standard Occupational Classification (SoC code):** TBC

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### PURPOSE OF ROLE

This post will work at the Greenwich Campus in our Stockwell Street Library, where as part of the Collections Team they will facilitate the smooth running of library acquisitions. You will co-ordinate acquisitions processes for the entire lifecycle of library materials (including books, journals and other resources, in all formats), from raising purchase orders, receipting and ordering, to payment of invoices, managing budgets through to MARC record editing and online activation.

Ensuring that our acquisition processes support timely and seamless access to information resources, will be a key part of the role.

### KEY ACCOUNTABILITIES

#### Team Specific:

- Supervise, document, and develop acquisitions processes and workflows for all library materials, helping to ensure efficient and cost-effective working in the team.
- To assign book orders to designated suppliers within the guidelines of the University Procurement framework.

- In liaison with the Collections Services Librarian and Collections Manager, to allocate and monitor spending of the library collections budget.
- To raise and receipt purchase orders.
- To co-ordinate invoice payment routines and liaise with the university Finance and ILS Finance teams to ensure timely payment of invoices.
- To co-ordinate day to day contact with suppliers of books, serials and other library materials, with reference to claims, cancellations, invoices, and credit notes etc.
- To assess open orders using suppliers' automatic order status reports to ensure resources are made available to library users in a timely manner via the EDI (Electronic Data Interchange) invoicing process.
- In liaison with the Collections Services Librarian and Collections Manager, to provide relevant and timely information about acquisitions to all library staff, on, for example, the progress of orders and expenditure from relevant budgets.
- To download and amend bibliographic records from external databases for the acquisitions process.
- To train acquisition team members in acquisitions procedures for designated material types, including identifying training needs and producing relevant documentation.

**Generic:**

- To establish and maintain professional working relationships with colleagues within Information and Library Services, the wider University community, as well as with suppliers and members of relevant external groups and networks.
- Liaise with external agencies and organisations, as appropriate, on the University's behalf.
- To use judgement and take initiative to resolve common and infrequent problems that may arise in dealing with acquisitions.
- Assist with administrative tasks.
- Uphold ILS policies and procedures.
- Participate in ILS meetings and support service wide projects, groups and activities as required.
- To work at other University campuses as the need arises.
- This job description reflects the core activities of the role and as developments occur in the University and ILS there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in training.
- Carry out other duties as may from time to time be reasonably required.

**Managing Self:**

- Ability to work accurately under pressure.
- A willingness with training to undertake specific health and safety related duties.
- A commitment to keeping up to date with developments in the higher education sector.
- A flexible approach to work required.
- Conform with departmental policies, procedures, and standards.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

- The post-holder will be based at the Greenwich Campus in the Stockwell Street Library but will be expected to visit the Avery Hill and Medway Campuses.
- Undertake any other duties as requested by the Director of ILS or their Line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Information and Library Services delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Delivery of prompt and high-quality service to staff and students.
- Delivery of high-quality work to agreed timescales.
- Contribution to team effectiveness.
- Levels of customer satisfaction (measured by feedback, complaints and surveys).

**KEY RELATIONSHIPS (Internal & External):**

- Library staff.
- External suppliers.
- Other support offices within the University such as Finance.
- Working with colleagues at our collaborative ULMS partners.

## PERSON SPECIFICATION

### EXPERIENCE:

#### Essential Criteria

- Demonstrable experience of working within a university library or academic setting.
- Experience of working with Library management systems such as SirsiDynix.
- Experience of working with bibliographic records and metadata.
- Experience of working with and maintaining relationships with suppliers.
- Clear user focused approach to work with ability to respond flexibly to change.
- Experience of working actively within a team and ability to work collaboratively whilst able to take initiative and show judgement, including contribution to team morale.

#### Desirable Criteria

- Experience of working in a library collections team.
- Demonstrable knowledge of key developments in higher education.
- Experience of using a finance system.

### SKILLS:

#### Essential Criteria

- Experience of working with budgets.
- High level of numeracy and attention to detail.
- Excellent communication and interpersonal skills, with the ability to liaise with staff at all levels within the library and with external suppliers.
- Ability to work effectively in a team.
- Analytical skills and an evidence-based approach to problem solving.
- Good IT skills including a good proficiency with using Office 365 applications particularly Excel.

#### Desirable Criteria

- N/A

### QUALIFICATIONS:

#### Essential Criteria

- Higher education degree or equivalent.
- Demonstrable commitment to continuing professional development and learning new skills.

**Desirable Criteria**

- Postgraduate library qualification or equivalent.

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

- N/A