**Role Title: Metadata Assistant**

**Reporting to: Metadata and Maintenance Manager**

**Salary: £20,995**

**Role purpose:**

* To sort and prepare printed monographs and non-digital media for the library collections
* To provide shelfmarks and metadata for printed monographs and non-digital media to enable resource discovery and access
* To apply appropriate standards to designated work
* To work within the corporate framework and in collaboration with other colleagues to help deliver organisational goals

**Duties and Responsibilities:**

* Sorting, arranging and organising Library materials for cataloguing, description and distribution;
* Assigning shelfmarks to Library materials;
* Retrieving records from external databases for inclusion in the Library’s records;
* Amending records for the Library’s catalogues in accordance with directed standards;
* Maintaining and enhancing the quality of the Library’s catalogues to directed standards;
* Liaising and co-operating with colleagues throughout the Library to ensure that team and divisional priorities are met;
* Answering enquiries specific to the job function and duties;
* Meeting regularly with the Metadata and Maintenance Manager to review personal performance and to discuss issues of mutual interest or concern;
* Participating in projects, working groups, internal and external forums as appropriate and in accordance with agreed work plans;
* Attending staff meetings**.**

**Core Competencies**

**Delivering Results (Core) –** Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core) –** Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core) –** Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person specification: Metadata Assistant**

**Skills, abilities and knowledge**

**Essential**

* Problem solving – ability to identify problems and to evaluate and select methods to resolve them;
* Literacy – ability to understand, intercept and present verbal and written information;
* Numeracy – ability to understand, interpret and present numerical information;
* Teamwork and collaboration – ability to work with others to achieve shared goals and recognise the value of diverse perspectives;
* Hardware – ability to use computers, peripherals, mobile devices and standard office equipment;
* Software – ability to use software, social media, mobile applications, and library management systems;
* Applied learning – knowledge and skill to apply formal training, education, or experience to accomplish work;
* Customer focus – understands and, within our capability, meet actual and potential internal and external customers’ needs.

**Personal qualities**

**Essential**

* Attention to detail – ability to be thorough and accurate when performing work;
* Flexibility – ability to change and adapt behaviour or work methods in response to new information, changing conditions, or unexpected obstacles;
* Interpersonal skills – ability to show respect, concern and empathy for others

**Experience**

**Desirable**

* Experience – working in an office
* Experience – working with databases

**Further Information:**

Applications to be submitted via our recruitment site: <http://www.nls.engageats.co.uk/Welcome.aspx>

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.