



## Job Description

<b>Job Title</b>	Library and Digital Resource Manager
<b>Date</b>	January 2025
<b>Reports to</b>	Academic Dean
<b>No. of Direct Reports</b>	0
<b>Function (Faculty/Admin)</b>	Academic Administration
<b>Key Collaborative Relationships</b>	Internal: Faculty, Staff, Students, Research Scholars, Visiting Scholars External: External library users, Bodleian library staff, staff of other related libraries through ABTAPL, resource providers and organizations
<b>Main purpose of the role</b>	To develop and manage OCMS' physical and electronic library resources to fulfil research student and scholars' needs
<b>Key Objectives/ Principal Accountabilities</b>	<ul style="list-style-type: none"><li>• Develop a 5-year strategy for the library and digital resources and lead the implementation</li><li>• Develop the library to become a first-rate mission research library and maintain the library through physical and digital acquisitions, cataloguing, indexing, culling, shelving etc</li><li>• Develop and maintain OCMS relationship and access to the Bodleian Libraries, Middlesex University Library and other mission &amp; theological libraries</li><li>• Respond effectively to the research needs of all library users, including Bodleian readers and independent researchers.</li><li>• Deliver training seminars and ensure there are training resources available for students and scholars for accessing and using the tools and resources available</li><li>• Chair the library management team</li><li>• Deliver timely communications on the library and digital resources to key stakeholders</li><li>• Provide a physical accessible presence in the library for its users</li><li>• On an ongoing basis identify the most relevant resources relevant to Mission studies and enable access for our users</li><li>• Manage and monitor the library budget, and produce financial reports</li><li>• Participate in appropriate professional organisations and training activities such as ABTAPL, Oxford Committee of College Librarians and Bodleian Staff Development</li></ul>
<b>Job Requirements/ Person specification</b>	<p>Essential:</p> <ul style="list-style-type: none"><li>• Fluency in English</li><li>• Commitment to the vision, mission and values of OCMS as a Christian mission and academic institution</li><li>• Multi-cultural sensitivity and understanding and ability to work and communicate effectively with a multicultural student body, alumni, faculty and various academic institutions and mission organizations</li><li>• Ability to effectively communicate orally and online</li><li>• Detail-oriented, collegial team contributor, with good communication skills</li><li>• Flexible with the ability to manage simultaneous projects</li></ul>

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	<ul style="list-style-type: none"> <li>• Ability to develop strategic plan of the library and collections development and write appropriate policies</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• A Master of Library Science (MLS) or equivalent</li> <li>• Minimum of two years experience in an academic institution in library services</li> <li>• Proficiency with cataloging software (Connexion, MARCedit) and standards and formats (RDA, MARC, FRBR, AACR2, Dublin Core, Linked Data)</li> <li>• Knowledge of Alma and Primo from Ex Libris preferred</li> <li>• Proficiency in the use of digital research tools, including on-line digital research databases</li> <li>• Up to date knowledge of current digital resource trends and development and negotiation and decision-making skills on digital resource subscriptions</li> <li>• Able to give digital and information literacy support and training to users e.g. reference management system support and finding resources</li> <li>• Awareness of copyright and understanding licence contacts, terms and conditions .e.g. annual CLA report, institutional subscriptions</li> <li>• Ability to handle volunteer recruitment, training and support</li> </ul>
<p><b>Applying Your Christian Faith to This Role</b></p>	<p>Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practicing Christian. Each working week will involve times of collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at OCMS are expected to actively participate in these shared times and members of staff volunteer to lead prayer meetings, Chapel times and other moments of collective worship.</p> <p>There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of OCMS. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:</p> <ul style="list-style-type: none"> <li>• participating in times of prayer, worship and study of Scripture (this can be for the whole team or just smaller groups, individuals, or at the start of general meetings)</li> <li>• participating in retreats, days of prayer and fasting, etc.</li> <li>• committing to private prayer for the work associated with this role, our students and colleagues</li> <li>• working in such a way so as to reflect biblical principles of leadership and service</li> <li>• applying biblical principles of godly stewardship to operational responsibilities</li> <li>• to be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else.</li> </ul>