Acquisition & Licensing Assistant
Job Description

The Role

Job title: Acquisition and Licensing Assistant

Department: Digital Innovation

Responsible to: Acquisition and Licensing Co-ordinator

Location: Royal Agricultural University, Cirencester

Salary: Grade 5: £22,847 - £27,116 DOE

Term: Full-time/part-time, permanent

Relationships with: Staff, students, suppliers, regulatory bodies and HE sector bodies

Role Purpose

Work with the Acquisitions & Licencing Co-ordinator to:

- Provide professional acquisitions, cataloguing, classification and metadata services.
- Provide procurement services to the department to enable timely and economic ordering of software and services
- Ensure agreed procedures are implemented and service level agreements met.
- Maintain the asset register for the Department of Digital Innovation.

Key Responsibilities

1. For Library resources whether print or electronic: raise and track orders, receipt items and keep clear and accurate records of expenditure. Manage the creation and maintenance of print and electronic subscription records and monograph acquisitions for all formats. Transfer MARC records into the Heritage LMS and undertake any editing to ensure that the records meet RAU standards. Add subject headings and classification information.

2. Work with colleagues to ensure maintenance of high-quality metadata. Assist in quality control and maintenance of the library catalogue and discovery service including authority records.

3. Working with the Acquisitions & Licensing Co-ordinator and Digital Operations Manager, manage the renewals process for print and electronic subscriptions for individual titles. Review usage data and use to inform renewal decisions. Liaise with the RAU's subscription agent and with publishers.

4. Communicate and consult with stakeholders, team members and colleagues across the University to identify requirements, providing information and managing colleagues and student expectations.

Reviewed September 2021

5. Contribute to the administration of the Resources List system and support stakeholders and colleagues in its use.

6. Working with the Acquisitions & Licensing Co-ordinator, provide expertise in the area of e-resource licensing and copyright and advise on acquisition and licensing options to develop resource delivery in appropriate format to support learners' needs.

7. Maintain a record of software and services spend and renewal dates to support planning of cash flow and contract renewal.

8. Raise POs, as instructed and approve invoices

9. Identify and escalate opportunities to provide improved value for money by managing the combination of electronic licence agreements, print resource acquisition and digitization of resources to provide a cost-effective offer. Undertake regular reviews of existing subscriptions.

10. Maintain the department's Asset Register, ensuring that records are kept up to date. Work with colleagues to identify assets which are due for renewal and recommend procurement options.

11. Raise and track orders for agreed procurement, receipt items and keep clear and accurate records of expenditure. Liaise with and maintain relationships with suppliers.

12. Work with colleagues in developing innovative service improvements ensuring that digital services, processes and other related activities are reviewed and improved to maximise service quality, efficiency and continuity.

13. Identify and escalate any acquisition, copyright or licensing risks which may cause the RAU to be non-compliant with the licensing terms and conditions. Be aware of the terms of licenses for CLA, NLA, ERA, BUFVC, JISC agreements and Transnational Education.

14. In consultation with the Acquisitions & Licensing Co-ordinator provide information and advice where required to all relevant stakeholders to ensure licence compliance is maintained.

15. Monitor all acquisitions and licence agreements for value for money and maximum return on investment.

16. Contribute to the planning, design and improvement of services including the investigation of all breaches of availability targets with the instigation of remedial activities following agreed change standards and procedures.

17. Contribute to implementation plans for dealing with complex requests for change, evaluate risks to integrity of service, review the effectiveness of change implementation, and suggest improvements to departmental procedures governing change management.

18. Undertake rostered duties on the Library Information Desk, to include one late evening per week in term time.

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General responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications		
Educated to degree level or equivalent qualification or experience in a related field	E	A, B
Postgraduate qualification in Library / Information Science or equivalent	D	A, B

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Experience		
Experience of being in an acquisitions or procurement role with demonstrable success	D	A, B
Previous experience of working in the Higher Education sector.	D	A, B, C
A knowledge of library management systems, including import of MARC records and Resource Discovery system, would be an advantage. (Training may otherwise be provided)	D	A, B
Working knowledge of copyright and e-resource licencing	D	A, B, C
Working knowledge of publisher package and Read & Publish deals	D	A, B
Ability to communicate effectively with customers to achieve desired outcomes.	E	A, B, C
Skills		
Highly customer and student focussed, committed to providing a high-quality service	E	A, B, C
Ability to work within a changing business and technical environment	E	A, B, C
Self-motivated and proactive with a positive attitude, particularly when identifying service improvements	E	A, B
Ability to learn / adapt to new technologies	E	A, B
Excellent organisational skills	E	A, B
Excellent budget management skills	D	A, B
Ability to adapt communication style to suit the audience and to work with staff at all levels	E	A, B
Flexibility and adaptability and an ability to cope with a busy workload	E	A, B
Confident and able to engage with customers of differing technical abilities	E	A, B
Ability to deal with confidential and sensitive information with tact and discretion	E	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](#)) – you may attach your up to date CV if you wish to add additional information.

- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.

- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to vacancies@rau.ac.uk stating where you saw the advert for the role

- Informal enquires can be made to Peter Brooks – Acquisition and Licensing Co-ordinator: peter.brooks@rau.ac.uk

- **Closing date**: 25th October 2021 with **Interviews on:** 3rd November 2021.

- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](#)