



NIPR, the national collection of Northern Ireland Publications

NIPR Manager (Temporary)

Job description

Job title: NIPR Manager

Responsible to: NIPR Management Board

Salary range: £26,556 - £28,203 *pro rata*

Hours: the appointment will be 16 hours per week. The appointment will be for 6 months initially.

Location: Linen Hall Library, Donegal Square North, Belfast. There will be some potential for home-working.

Outline responsibility:

To co-ordinate, develop and manage NIPR, the national collection of Northern Ireland Publications, a voluntary scheme building the comprehensive collection of Northern Ireland publications published since 2000.

Primary duties

- To deliver the aims and objectives of NIPR in accordance with good management practice and professional standards
- To ensure the comprehensive collection of current and retrospective material published in Northern Ireland since 2000
- To be responsible for the acquisition, processing and organisation of the NIPR collection
- To ensure that all the material is catalogued to MARC21 standards and that bibliographic details are made available via the NIPR online catalogue
- To prepare budget proposals, working within the NIPR budget as determined by the Management Board, in liaison with the NIPR Chair
- To identify and draft proposals for funding opportunities
- To ensure effective liaison with the Linen Hall Library, as lead partner

- To promote the work of NIPR by preparation and distribution of publicity material in print and through social media
- To maintain the NIPR website
- To support the work of the NIPR Board through preparation of papers, reports and minutes
- To produce and circulate the quarterly list of new publications
- To liaise and develop good working relationships with other key stakeholders, such as community groups, publishers and the book trade
- To maintain good working relationships with publishers and the book trade
- To undertake other duties as specified by the NIPR Board

NIPR Manager: person specification

	Essential	Desirable
Knowledge	Knowledge of local publishing and the Northern Ireland publishing environment	Knowledge of digitisation processes and potential
Skills	Cataloguing skills to MARC21 standards Excellent written and oral communication skills IT Skills	Website development skills Social media skills
Experience and qualifications	Degree or post-graduate qualification in Librarianship and/or Information Studies Experience in working in a public, academic or special library	Experience of Library collection management Project management experience Experience of working with LMS systems
Attributes/personal characteristics	Ability to work on own initiative	

Should shortlisting be required when selecting candidates for interview, the following criteria will be applied:

1. Experience of collection management
2. Project management skills
3. Website development and maintenance