



Role profile

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| Job title | Information Executive – Cataloguing and Enquiries |
| Reporting to | Cataloguing and Taxonomy Manager |

| Role family | Management responsibility: | |
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| Information and Knowledge Specialist / Customer Services | Does this role have management responsibility for others? No | Team Contributor |

Overall purpose of role

The ICAEW Library & Information Service (LIS) offers a range of services and resources to support chartered accountants and ICAEW staff in all aspects of their work. The LIS Enquiry Team helps answer questions on a wide range of topics using the material in our collection and also provides loan and document delivery services.

The LIS public online catalogue includes details of over 48,000 books and eBooks, including ICAEW publications, 1029 journal titles and also summaries of over 68,000 articles held in the print collection. The catalogue also includes records for the 3,500 books in ICAEW's outstanding collection of historic accounting literature.

The purpose of this role is to contribute to the development of the Library online catalogue by cataloguing and indexing materials acquired by the LIS, including digital resources, books and journals.

As part of the LIS Enquiry Team, the post holder also provides information services in response to user enquiries

Main responsibilities of role

Cataloguing and metadata services

- Produce catalogue records, including full metadata using cataloguing rules (RDA, MARC 21), classification scheme (UDC) and subject headings for publications within the main and historical accounting literature collection, also producing detailed subject descriptions and abstracts for books, eBooks, journals and journal articles
- Contribute to the selection of articles for inclusion on the Library catalogue
- Assist in maintaining and developing ICAEW's corporate taxonomy and ensuring good auto-classification for ICAEW's website content via Sitecore CMS

Contribute to work of catalogue development

- Work with the Cataloguing Team Supervisor to ensure that agreed standards for cataloguing, indexing and abstracting are met and that data entry and validation processes are followed. Work with team in ensuring that catalogue records continue to meet the requirements of users and of the LIS Enquiry Service
- Assist in maintenance of a fully effective procedures manual and authority file

- Maintain an overview of the cataloguing software, liaising with the Cataloguing and Taxonomy Manager to ensure future enhancements are made, including upgrade enhancements
- Assist in management of catalogue stock locations
- Assist with cataloguing and metadata training for new and existing staff as required
- Collaborate with colleagues working with the digital archive to ensure compatibility between the Library Management System and Digital Archive Systems

Delivering a first class enquiry service

- Respond to enquiries from a range of users with differing requirements and levels of expertise, identifying and supplying appropriate business information through a variety of print and electronic resources. This is done on a rota basis with the post-holder covering several sessions per week. The amount of time spent on responding to enquiries may vary in line with business needs
- Develop subject knowledge and awareness of resources available
- Make recommendations and evaluate the introduction of new resources to meet the service's research requirements. Share knowledge gained with the wider library team
- Provide in-person support at the Business Centre (based in CAH) on a rota basis, responding to enquiries from users of the business centre

Occasional travel (usually to Milton Keynes) will be required as part of the role

Specific duties will vary from time to time in line with the business needs and to support the Library and Information Service

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

- A good standard of education, with a library / information qualification
- Knowledge of library management systems, especially cataloguing and circulation modules
- Cataloguing, classification, abstracting and subject indexing skills and an awareness of cataloguing and metadata developments
- Experience of UDC, RDA and MARC 21
- Experience of building / developing taxonomies
- Excellent attention to detail and ability to work with high standards of accuracy
- Self-motivated; able to work independently on own tasks and meet goals and deadlines
- Well-developed interpersonal and communication skills
- Ability to use initiative
- Experience and enthusiasm for providing high quality user services
- Information management skills: analytical skills, the ability to identify value-added sources
- A wide and up to date knowledge of printed and electronic reference sources in business, accountancy, legal and taxation subject areas