



LIVERPOOL
HOPE
UNIVERSITY

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Recruitment Pack

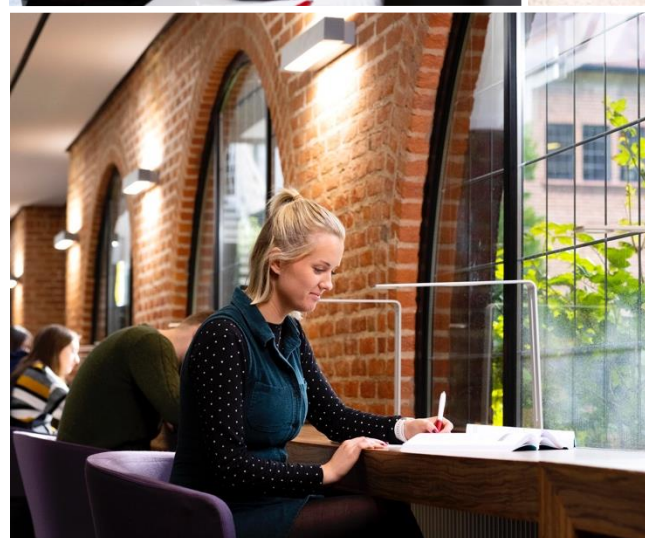
Acquisitions and Digital Content Manager

Job Reference: 4ALIB4BA

Closing date: Monday 15th September 2025 by 5.00 p.m.

Note: 40 application limit

www.hope.ac.uk





POST: Acquisitions and Digital Content Manager

STARTING DATE: Available from September 2025

SALARY RANGE: £38,249 - £45,413 (Grade 7) per annum

TYPE OF CONTRACT: Permanent

WORK PATTERN: 35 hours per week (Monday to Friday – 09.00 a.m. – 5.00 p.m.)

REPORTS TO: Head of Library Services

The Post

Liverpool Hope University is seeking to appoint an Acquisitions and Digital Content Manager to join our Library Services team. This role reports to the Head of Library Services and leads a team responsible for provision of Library content in all formats, working closely with a large number of external suppliers and the University Finance Office. You will also lead on collection, interpretation and reporting of analytics which drive our decision making on our collections. As a senior manager in the Library team you will also be expected to lead Library wide projects and initiatives which support the Library and University goals.

The successful candidate will have excellent management, IT and financial skills with strong detail orientation. In addition, we are looking for a confident communicator with a customer focussed attitude.

You will be joining a university that takes pride in its values-driven approach and dedication to providing a high-quality student experience. At Liverpool Hope University, we are committed to fostering an inclusive and diverse community where everyone is valued and supported. We encourage applications from individuals of all backgrounds.

This post is based at The Sheppard-Worlock Library at Hope Park, but you may be required to work at different sites.

Following shortlisting, interviews are expected to take place at the end of September 2025.

This post is permanent, subject to the 12-month probationary period.

Job description/key duties of the post

Job Title	Acquisitions and Digital Content Manager	Code	
Subject/Service Area	Library Services (Student Learning)		
Reports to	Head of Library Services		
Accountable To	Director of Student Learning		
Purpose of Job			
To maintain and develop services to support the learning, teaching, research, enterprise and partnership activities (in accordance with the University mission and key strategic goals) of the staff and students of, and visitors to, Liverpool Hope University in all of its locations.			
Key Tasks / Responsibilities			
<ul style="list-style-type: none">➤ Line Management of Collections Team➤ Collections related duties➤ Librarian Team responsibilities➤ User support, physical & virtual➤ Personal Development & training➤ Financial & statistical responsibilities➤ Additional responsibilities			
Work Performed (relating to key tasks)			
Line Management <ul style="list-style-type: none">• Line Management of the Acquisitions and Digital Content Officer and Assistants (Collections) including the application of the Universities policies on absence management, performance review and recruitment.• Co-ordinate with the Head of Library Services where staff duties underpin activities in other parts of Library Services.• Liaise with other Line Managers to ensure service areas are covered and deadlines met.• Compile training materials and provide training for Library teams in the use of all systems as appropriate.			
Collections related duties <ul style="list-style-type: none">• Day to Day oversight of the acquisition processes for all learning resources in all formats.• Take a lead on Procurement activities including contract renewal attending relevant meetings and providing feedback to Library Directors.• Take a lead on the planning and implementation of the automation of material acquisition related processes• Implement, manage and act as first line support for all systems necessary to complete acquisitions functions e.g. Acquisitions module of Library Management System, book purchasing systems, subscriptions systems etc. including administration systems and usage statistics systems.			

- Take a lead on the introduction of new purchasing models e.g. Patron Driven, Evidence based & Demand Driven Acquisitions
- Set up and monitor budgets for all formats of materials using the appropriate Library system and provide regular updates to the Directors.
- Oversee accurate financial information input into the University financial system and in the absence of the Directors act as authoriser of orders.
- Oversee the Acquisitions and Digital Content Officer providing regular updates of financial and acquisition information to academic areas & Academic Services Librarians.
- Undertake an “interim” year-end exercise to enable the full exploitation of the subscription source budget.
- Produce end of year accounts in compliance with the University’s financial regulations, for use by the Finance Department and external auditors.
- Prepare subscription renewals information to inform purchase/cancellation.
- Renewal/ordering/cancellation of subscriptions through relevant suppliers ensuring relevant notice is given.
- Monitor operational aspects, and meet with reps from suppliers to address issues and concerns identified and regularly report on supplier performance to the Head of Library Services & Framework Procurement Groups
- Maintain awareness of supplier developments and “added value services” making recommendations to Head of Library Services of Acquisitions enhancements.
- Day to day operational management of Discovery tools including setting up & maintaining links and keeping up to date with developments of these systems.
- Take a lead on off-campus access to online resources to ensure and test resources are available both on and off campus. Resolve issues and liaise with IT Services and external providers to ensure seamless access
- Provide and obtain support for all online resources in multiple formats.
- Provide management information on all relevant activities and interpret data to inform renewals and new product selection e.g. cost per download
- Keep abreast of the Counter Code of Practice, taking a lead on the implementation of new releases and the changes to usage statistics obtained.
- Set up trials and negotiate appropriate access from Suppliers to resources, as identified by Librarians and academic staff. Establish and communicate licensing arrangements, cost options, time limitations etc. Collect and report feedback.
- Negotiate licenses to extend access to electronic resources required at Partner organisations including dealing with payment, technical and acquisitions processes
- Investigate the reason for e-book turnaways identified by the Acquisitions and Digital Content Officer and suggest solutions
- Produce Collections data required for SCONUL Statistics return
- Promotion of Collections developments and news through the Library Web pages, Social Media, emails etc.
- Liaise with Academic Services Librarians to ensure materials are catalogued and classified and records on the Library Catalogue reflect the Collection.

Librarian Team and additional responsibilities

- Duty librarian during late night and weekends providing appropriate support to the Library Help Point and oversight of the building

- Provision of University wide sessions such as inductions
- Membership or co-option onto Library Project Teams to achieve identified project tasks and outcomes. Some groups may be task and finish groups Attend and contribute to staff/team meetings including acting as chair and taking minutes as required.
- Undertake continued professional development and learn from best practice in order to improve performance and contribute to the development of a quality service

To undertake such other duties as prescribed by the Head of Library Services or Director of Student Learning that are reasonable in relation to the effective operation and management of the service.

Materials, resources & equipment to be used

General IT hardware and software e.g. PCs, MS Office etc.
 Relevant Library and University systems as required e.g. Library Management System, Finance systems, Personnel system, website editing system, telephone system etc.
 Online platforms and software, Zoom etc.
 Equipment such as self-service machines, printer/copiers etc
 PA system
 Card payment machine
 Turnstiles and 3M security equipment

Qualifications / Experience Required

Educated to degree level or equivalent
 Undergraduate/Postgraduate degree in Library/Information Studies/Management
 Experienced within a Library or similar environment.

Regular contacts (internal / external)

- Liverpool Hope University staff and students
 - Visitors and external users.
 - Library representatives and other staff in Schools and Departments
 - Suppliers & Publishers
 - IT Technicians for set up, problem solving/testing with IT systems and equipment
 - Reprographics/Graphic Design
 - Registrar's Office
 - Finance
 - I.T Services
 - Security
 - Estates
- Internal Committees:
- Library staff meetings as required.
 - Library Project Teams

Staff Reporting to Post holder

Material Acquisition Acquisitions and Digital Content Officer and Library Assistant(s) Acquisitions and Digital Content Officers, Library Assistants and student workers during evening and weekend duty
 Interns and volunteers as required.

Person Specification

Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

Educational Requirements	Essential (E)/Desirable (D)	Method of Assessment (A/I/P)
Educated to degree level	E	A
Professional qualification in librarianship (either undergraduate or postgraduate) or relevant professional experience	E	A
Experience	Essential (E)/Desirable (D)	Method of assessment
Experience of working in a library, preferably in a higher education setting	D	A/I
Experience of negotiating and working with suppliers and financial processes	E	A/I/P
Experience of managing, delivering, reporting and evaluating access to electronic content	E	A/I/P
Experience of customising, operating, reporting and supporting library systems	E	A/I/P
Strong track record in staff management with the ability to lead, support and motivate team members, delegating and supervising effectively	E	A/I/P
Experience of planning and leading projects and introducing new processes and procedures	D	A, I

Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
Understanding of UK higher education and the challenges it faces	E	A, I, P
Excellent level of IT Skills including Microsoft Office (Word & Excel) and email. Technological understanding, and systems skills including Library Management and Discovery systems, ability to train to program – wasn't sure what this last bit means	E	A/I
Excellent analytical and problem-solving skills.	E	A, I
Organisational skills, including accuracy, methodical and logical approach to workflows, able to plan and prioritising yours and other's workloads	E	A/I
Excellent statistical/financial skills including management information design and provision; understanding of importance of value for money	E	A/I/P
Ability to build effective relationships and communicate assertively with all levels of staff within the University and externally; ability to negotiate	E	A/I/P
Professional service ethos and communication approaches e.g. formats, level of formality, when to consult and refer.	E	A/I/P
Communication and presentation skills including interpreting written and oral enquiries, producing documentation and delivering user support sessions	E	A/I/P

Knowledge and understanding of library supplier business models, License database provision and monitoring	E	A/I/P
Ability to work accurately under pressure to tight deadlines, both individually and as part of a team	E	A/I
Any other requirements	Essential (E)/Desirable (D)	Method of assessment
Cataloguing and classification of learning materials in all formats; Web design and updating	D	A/I
Able to handle confidential information e.g. GDPR, company, personnel and financial information	E	A/I/P
Understanding of compliance issues e.g. Data Protection, copyright and Health & Safety awareness	E	A/I/P
Proactive approach to tasks, with the ability to identify solutions to issues and problems, learn from best practice and able to cope with change	E	A/I/P
Willingness to work flexibly including working in multiple locations	E	A, I
Willingness to undertake appropriate training as and when required	E	A
Commitment to providing a high-quality student experience as underpinned by the values of the University	E	A, I

Name of contact for queries

Lorraine Beard
Head of Library Services
beardl@hope.ac.uk

Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £38,249 - £45,413 (grade 7) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a university where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

Training and Development

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of university car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

How to apply

You can download the application form by the links below, or request a hard copy by emailing jobs@hope.ac.uk. You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

[How to apply](#)

Useful Links

[Life at Hope](#)

[People Services](#)

[Job Opportunities](#)

[New International Staff](#)





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