

Job Description and Person Specification

Last updated: <18/8/22>

JOB DESCRIPTION

Post title:	Principal Library Assistant		
Academic Unit/Service:	Library		
Faculty:			
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
*ERE category:	n/a		
Posts responsible to:	Head of Open Research & Publication Practice		
Posts responsible for:			
Post base:	Office-based/Non Office-based (see job hazard analysis)		

Job purpose
The post holder will provide a comprehensive service to the research and postgraduate community, making the full range of research outputs across the University available through the institutional research repository (ePrints) and research management system (PURE). A key element of the role is making judgements that ensure individual outputs are within scope as required by various external stakeholders, including Research England's open access policy for REF2021 and the UKRI Open Access Policy. The post holder will additionally monitor compliance with funder mandates through reporting and checking of published outputs. This role is to support the implementation of the new UKRI Open Access policy, which will involve removing barriers to researchers, detecting non-compliance, and intervening to ensure compliance. Under the supervision of Engagement Librarians, the post holder will engage with Researchers and other stakeholders to ensure the Open Access Policy is fully understood and those affected are aware of routes to compliance.

Key accountabilities/primary responsibilities	% Time
1. To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed changes, particularly in relation to research datasets, open research and publication practice.	20%
2. To undertake research <i>on</i> and perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight and prioritise issues.	15%
3. To assist with training and engagement, including taking responsibility for one-to-one desktide coaching of researchers and administrators on depositing outputs and other areas of library research engagement, where appropriate. To provide supporting material and assistance for group workshops.	10%

Key accountabilities/primary responsibilities		% Time
4.	To provide detailed advice and guidance on library research processes and procedures to internal and external users and stakeholders, using judgement to suggest the most appropriate course of action.	10%
5.	Check, edit, exchange and verify metadata and research outputs in a variety of media, working with appropriate international standards. Add value to records using good knowledge of a complex array of external funders' policies and national services to judge appropriate document access levels and reuse licences and maximise exposure of research.	20%
6.	Contribute to the work of the research team via meetings and briefings to ensure policy is understood and applied consistently to ensure an effective library service. Provide advice and guidance as support to wider colleagues in day to day activities to maintain operational effectiveness.	5%
7.	Assist with special projects as required, for example the implementation of new tools and services.	15%
8.	Any other duties as allocated by the line manager.	5%

Internal and external relationships

Other members of the department
 Academic researchers in all Faculties
 External users of services globally
 Publishers
 A range of professional services staff, particularly in Research and Innovation Services and iSolutions
 External stakeholders such as UKRI, publishers, content aggregators.

Special Requirements

Occasional requirements to work outside your normal working hours (which may include evenings or weekends) in negotiation with your line manager.

Post holders may be asked to work at another campus location to support the delivery of their role and maintain library operations, following consultation with your line manager.

The post holder will be required to:

- Show personal commitment to the values of the service: excellence, creativity, community and integrity
- Demonstrate a commitment to understanding the institutional repository and the scholarly record and a willingness to develop sufficient knowledge to work independently when necessary
- Fulfil the responsibilities for employees set out in the University Health and Safety Policy and associated procedures
- Demonstrate commitment to equality and diversity

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds. Able to demonstrate a good knowledge of work systems, processes and standard IT packages, including use of Excel. Able to demonstrate a good knowledge of requirements for accurate recording of journals, books and other research outputs Ability to produce clear, accurate and concise written documentation. Experience of analysing data and presenting summary information clearly.	Previous experience of cataloguing/creating metadata Knowledge of publishing environment and citation practice Knowledge of higher education open access policies, national tools and services Knowledge of creative commons licences Experience in using institutional research systems such as Pure. Previous work experience within an administrative role.	
Planning and organising	Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events. Ability to work well with minimum supervision. Ability to work with a high degree of accuracy.		
Problem solving and initiative	Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures. Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.		
Management and teamwork	Able to solicit ideas and opinions to help form specific work plans. Able to positively influence the way a team works together. Able to ensure staff are clear about changing work priorities and service expectations. Able to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. Cooperative team working and participation in effective team collaborations to meet business need(s) requirements.		
Communicating and influencing	Able to seek and clarify detail. Experience of providing advice on administrative procedures to colleagues and external customers.	Experience of training others one to one and/or in groups	

	Able to demonstrate own duties to other colleagues as required.		
Other skills and behaviours	Able to demonstrate alignment with the University's core values in all areas of work, and champion those behaviours in the Library.		
Special requirements			

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☐ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			