

**Open Access Manager**

Faculty / Department:	Library & Learning Resources	Grade:	<i>MA1: Salary range</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Head of Content & Open Research	Responsible for:	Library Assistant(s)

Job Purpose

The postholder oversees the content, policies and workflows needed to support the operation of the University's Open Access repository, and oversees the management and validation of all research outputs into Pure and their flowthrough into the repository. These processes ensure full compliance with the Open Access requirements of UKRI, the Research Excellence Framework (REF) and research funders and improve discoverability of and access to the University's research outputs.

Main Activities and Responsibilities

1. Ensure that the University complies with the Open Access requirements for in-scope research outputs as required by REF, UKRI and certain research funders
2. Ensure that all public discoverable and downloadable outputs in the Repository comply with the relevant copyright policies and embargos of academic publishers
3. Provide expert advice to Editors on technical publication issues related to their work streams
4. Provide clear and meaningful reports on repository content, open access, discoverability, download and REF compliance of outputs for Research Committee, REF Action Group and REF Action Team, and UoA leads
5. Ensure understanding of the compliance and funder requirements for open access discovery of the University's research outputs with respect to the REF
6. Work in partnership with faculties to understand the benefits of improved access to research outputs
7. To act as an advocate for "Open by Default" encouraging staff involved in research and innovation activities deposit outputs into the Repository
8. To work with the Research Engagement Librarian to devise and deliver training workshops on repository use and OA requirements more broadly
9. To administer User accounts and Editor accounts within the University's ePrints repository to ensure efficient and effective management of work streams
10. System administration functions including maintaining the DIVISION structure, mapping of ASJC to HECOS



11. Develop efficient and fit-for-purpose policies and procedures for Repository operations in partnership with Editors, UoA Leaders, ADRs, etc. through RETC and REF Working Group
12. To act as the point of contact between the University and external repository provider
13. Determining the open-access compliance of all research outputs submitted to Pure and ensuring that the correct AAM or VoR files are uploaded and passed-through to ePrints, with appropriate embargos set on AAMs
14. Horizon scan and keep up to date with the context in which the role operates (e.g. Read & Publish agreements, policy requirements from funders, use of metrics) and advise L&LR/BCU on opportunities and risks

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. Degree and/or postgraduate qualification in librarianship or information science and/or educationally or professionally related area and/or equivalent experience. In this role, equivalent experience may include a university library, research office or group, or similar.	Application Form / Support Statement / Interview
2. High level technical understanding of repositories, publications, copyright legislation, open access compliance requirements	Application Form / Support Statement / Interview
3. Sound understanding and ability to communicate policy relating to the REF	Application Form / Support Statement / Interview
4. Excellent digital literacy including use of spreadsheets and databases with high standards of numeracy and data literacy, and willingness to learn new tools and technologies to support the role	Application Form / Support Statement / Interview
5. Good interpersonal skills with the ability to build confidence, credibility and rapport with team members, academic and research staff and relevant professional services teams.	Application Form / Support Statement / Interview
6. Good analytical skills with the ability to analyse situations at an operational level, identify key issues, find solutions and act with sound judgement.	Application Form / Support Statement / Interview
7. Good verbal and written communication skills with a high standard of written English and the ability to author clear and concise reports for senior managers and University committees	Application Form / Support Statement / Interview



8. Able to demonstrate experience and understanding of the nature of impact stemming from excellent research and the evidence requirements used for the REF	Application Form / Support Statement / Interview
Desirable Criteria	
9. Experience of designing and delivering training to academic and professional services staff	Application Form / Support Statement / Interview
10. Leading and motivating teams	Application Form / Support Statement / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.