

Applications are invited from suitably qualified candidates for the following position

**Research Data Librarian
Assistant Librarian Grade 1
DCU Library
Permanent Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University, proud to be one of the world's leading Young Universities. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

DCU Library

DCU Library is the heart of the university. It is an active driver of knowledge creation and discovery, learning, scholarly discourse, innovation, and connections. Its mission is to empower DCU's research, teaching and learning ambitions through the development of innovative services, diverse spaces, and the provision of deep, rich, and relevant collections.

The Library is based on three campus locations (O'Reilly Glasnevin, Cregan Library St Patrick's, Woodlock Hall, All Hallows campus) and employs approximately 75 members of staff, representing approximately 64 FTE.

DCU Library Strategy 2024-2028 - A component plan of the 'DCU Strategy 2023-2028 - Transformation for an Unscripted Future' is available at:

<https://www.dcu.ie/sites/default/files/inline-files/dcu-library-strategy-2023-2028.pdf>

Role Profile

The Research Data Librarian is a member of the Library's Research & Teaching Directorate working closely with the Associate Director (R&T) on the ongoing development and delivery of a high quality

dynamic suite of library research services, partnerships and programmes in support of the university's research strategy and objectives.

The Research Data Librarian will provide advice and support to DCU researchers through all stages of the research data lifecycle, ensuring best practice and funder compliance in relation to data planning, organisation and management, sharing and archiving. The post holder will work collaboratively with colleagues in the Library and across the university. The role provides an excellent opportunity to help shape this new role and deliver research data management services to the DCU research community.

Working Relationships

- Reports to the Associate Director Research & Teaching
- Works closely with the Directorate's Open Research Librarian, Subject Librarians and colleagues across the Library
- Works on relevant collaborative initiatives with colleagues in the university's Research Support Services Office

Key duties and responsibilities

The principal duties and responsibilities of the position may include but are not limited to the following:

- Provide guidance and support to the DCU research community on best practices for managing research data, including data organisation, documentation, storage, and FAIR data sharing
- Assist in the preparation, development and review of data management plans (DMPs) in compliance with funding agency requirements
- Provide advice on data management tools and platforms to facilitate data organisation and sharing
- Develop and deliver workshops and training sessions, on data management best practices, tools, funder and publisher requirements and data resources
- Develop educational materials, guides, and tutorials to support researchers in managing and sharing their data effectively
- Engage with faculty, students, and research groups to promote awareness of research data services and resources available
- Keep abreast of relevant policies, regulations, and guidelines related to research data management, including data privacy, intellectual property, and open access
- Contribute to the development and implementation of institutional policies and procedures for research data management
- Contribute as appropriate to open research initiatives across the wider R&T Directorate and via relevant university committees including the work of the university's Open Research Steering Committee
- Participate in relevant external committees and networks as appropriate
- Undertaking duties and responsibilities as prioritised by the Associate Director, Research & Teaching and contribute as appropriate to wider library initiatives and projects

Qualifications and Experience

- Applicants must hold a primary degree and a postgraduate qualification in Library and Information Science (or equivalent) and have a minimum of three years' relevant academic library experience
- Demonstrate an understanding of the research data management life-cycle, the FAIR principles and the broader open research landscape
- Demonstrate an understanding of data management best practices, the FAIR principles and familiarity with research data repositories, metadata standards and preservation techniques.
- Experience of designing and delivering classes and workshops (online and in-person)
- Excellent communication skills, including an ability to communicate, influence and liaise with researchers, students, staff and external partners
- Have strong analytical and problem-solving skills
- Demonstrate initiative, flexibility, and an ability to work effectively both independently and collaboratively within a team
- Excellent organisational skills and the ability to define priorities and work effectively while under pressure to meet deadlines
- Possess strong IT/digital skills and the ability to learn new technical skills and tools through self-directed learning and a commitment to continuing professional development

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) **and all Cyber Security Awareness Training**. Other training may need to be undertaken when required.

Panel

An Assistant Librarian Grade 1 (Research & Teaching) panel may be formed from this competition. Successful candidates who are placed on this panel may be offered an Assistant Librarian 1 (Research & Teaching) role which arises in the future. This panel will expire six months following the date of interview for this competition.

Salary Scale: ASSISTANT LIBRARIAN 1 - €46,586 - €63,521 (10 points)

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday, 7th February 2025

Additional Information

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

Remote Working Policy

From the 1st of November 2024, DCU will operate its newly agreed [Remote Working Policy](#). Employees may be approved for up to 2 days of remote working per week (or an appropriate pro rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of '*Student Focused*'. Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the remote working policy will apply.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Ms Ellen Breen, Associate Director, Research & Teaching Directorate, Dublin City University.
Email: ellen.breen@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Silver Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)

