
COPYRIGHT & COMPLIANCE MANAGER



School/Department:	Library, Information & Digital Services
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Grade:	8
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Reports to:	Head of Library & Discovery Services
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Responsible for:	n/a
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Job Summary and Purpose:

The University offers access to a specialist arts collection consisting of over 220,000 books, 500 metres of archives, 16,000 DVDs, 16,000 journals, 45 databases; and offers a range of information services to promote academic success – digitisation, document supply, alternative formats, information literacy skills, referencing, learning technologies, and learning, teaching and research repositories.

Reporting to the Head of Library & Discovery Services, you will be responsible for the compliance of the library's resources and services, including but not limited to – copyright, intellectual property rights, licensing, data protection, privacy; for servicing freedom of information requests and statistical returns; and working closely with colleagues to coordinate library projects, ensuring that they are delivered on time and within budget.

The University actively encourages staff development and training. Post holders are expected to undertake a programme of continuous development to ensure the effective performance of duties assigned to the post and to meet institutional and personal goals as agreed with line managers.

01 MAIN DUTIES

This professional role will encompass all of the following, but the balance of duties and responsibilities will be determined in agreement with your line manager and the principles of the stated job purpose.

1.1 General Duties

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- 1.1.1. To lead on library compliance, including but not limited to – copyright, intellectual property rights, data protection, privacy, licensing, freedom of information and statistical returns.
 - 1.1.2. To develop, implement and review policies, procedures and practices relating to the delivery and operation of compliance services with reference to national and international benchmarks and initiatives, legislation and good practice within the sector to ensure a consistent, compliant, inclusive and high-quality service.
 - 1.1.3. To inform, guide and support the work of the Library team, ensuring all aspects of the service are compliant.
 - 1.1.4. To lead on coordinating and developing compliance resources and services in line with the University's strategic objectives; providing specialist information, advice, guidance and engagement activities to ensure compliance is understood, valued and risks minimised.
 - 1.1.5. To actively work with colleagues to plan and deliver a range of engagement activities and networks to inform, support and the use of compliant resources with learning, teaching and research practice.
 - 1.1.6. To provide information, advice and guidance to colleagues on the appropriate and compliant creation and use of content.
 - 1.1.7. To document, review and update relevant procedures, working with colleagues to identify potential impact, and develop and implement solutions.
 - 1.1.8. To keep up to date with new and emerging knowledge and practice within the field of copyright, intellectual property, licensing, data protection, privacy, and particularly its potential application to creative arts education.
 - 1.1.9. To ensure current awareness of and compliance with all relevant legislation and to take responsibility for understanding and implementing the University's policies and procedures including those governing health and safety, equal opportunities, copyright, licensing, data protection, privacy, freedom of information and disability.
 - 1.1.10. To coordinate all library projects, ensuring that they are delivered within agreed timescales and budget and support University strategic objectives.
 - 1.1.11. Ensure institutional compliance with research funders, REF and legal requirements by managing open access repositories, evaluating publisher agreements and maintaining adherence to copyright, licensing and data protection.
 - 1.1.12. Support research evaluation by maintaining accurate repository records, collaborating on REF related processes and ensuring outputs are correctly captured and curated.
 - 1.1.13. Provide researcher support through training and guidance on outputs. Provide day to day support for UCARO and analysis to improve the visibility and use of research outputs.

02 DUTIES OF ALL STAFF

- 2.1 To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.

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- 2.2 Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
 - 2.3 Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
 - 2.4 To promote equality, diversity and inclusion in your performance of your duties.
 - 2.5 Undertake any other work and hours of work as required to commensurate with the level and responsibility of the post.
 - 2.6 To actively participate in learning and development to meet the requirements of your role and the University.

03 SELECTION MATRIX

Essential	Desirable	Used to shortlist
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Qualifications

1	First degree in relevant discipline.	x		x
2	Postgraduate qualification in relevant discipline.		x	
3	Membership or working towards membership of the Chartered Institute of Library and Information Professionals (CILIP) or other relevant professional body.	x		

Knowledge & Experience

4	Working knowledge of copyright, licensing, privacy, data protection and related issues specifically focused on digitisation, management, presentation and usage of data, resources and services and their application within creative arts education.	x		x
5	Knowledge of relevant legislative and contractual requirements for collecting, storing and manipulating resources and data.	x		x
6	Experience of identifying, developing and assessing user and technical requirements.	x		
7	Ability to plan and manage projects and teams to ensure successful and timely outcomes.	x		x
8	Ability to keep up to date with advances with technological innovation and its applications to creative arts education	x		

Personal Attributes and Behaviours

9	Excellent interpersonal skills, oral skills and written communication skills.	x		
10	Ability to work collaboratively and develop, maintain and sustain excellent professional relationships.	x		
11	Self motivation and proactive approach.	x		

12	Ability to work towards identified outputs within agreed deadlines.	x	
13	Ability to present verbally and in writing to academic and professional audiences.	x	x

Does the role require a DBS? ~~Yes~~/ NO