

JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the postholder.

Job Title: Research Support Librarian (Publications and Data)	Job ref no:
Grade:	Department: Infrastructure Services Department - Library
Accountable to: Infrastructure Operations Director (Joint supervision with Director of Research & Innovation)	Responsible for: N/A

Job summary:

The role-holder will provide dedicated support to the College's Open Access (OA) publishing systems and processes, including the research publications repository and research data repository. They will work with colleagues in ISD and the Research Office as well as research-active staff and students to ensure that these systems and processes work as efficiently as possible, continue to be compliant with funder requirements, are understood and fully utilized by researchers, and are available to assist with preparation of the College's REF submission and other reporting requirements for OA. In addition, the role-holder will oversee the use of the OA block grants provided to RVC by UKRI and the Wellcome Trust, respectively. They will provide advice, support and training in preparing scholarly articles and other works for OA publication and subsequent deposit of the full text article and accompanying metadata. Likewise, the role-holder will offer advice to academic staff on research data management planning, data deposit, curation and archiving of data sets. They will keep abreast of OA developments nationally and internationally (e.g., progress in implementing Plan S); and be encouraged to join working groups or other fora connected with OA and scholarly communications.

Competency: Service Delivery:

- (1) Oversee the day-to-day operation of the College's publications repository and research data repository, respectively.
- (2) Design and deliver innovative information skills programmes relating to scholarly communications, for both research students and academic staff.

Key tasks:

- Manage the RVC's institutional repository and oversee its future development.
- Offer support to academic staff and research students in organising their research datasets, creating metadata and depositing data into an institutional repository or external repository, such as a subject-based repository
- Research and design innovative and engaging materials and programmes on OA publications and Open Data Management skills for research students and staff
- Ensure skills programmes are designed to achieve maximum engagement with the target audience and are widely accessible and engage with different user groups (e.g. new postgraduate researchers, lecturers moving to RVC from another institution)

Competency: Communication:

Work proactively with staff on both campuses to ensure that OA publishing and Research Data Management (RDM) skills programmes reach the intended audiences effectively.

Key tasks:

- Employ a variety of means to effectively publicise skills sessions, to ensure maximum and timely engagement with

research students and academic staff

- Coordinate delivery of skills programmes with other Professional Services staff – notably in the Research Office – and with teaching, research and clinical staff as appropriate
- Liaise and collaborate where possible with colleagues involved in this field in other higher education institutes and other organisations so as to benefit from innovation and best practice (e.g. through participation in OA special interest groups and other scholarly communities of practice)
- Advise academic and other staff on embedding RDM tools into their day-to-day work
- To communicate widely both verbally and in writing with students and staff to deliver guidance and training in support of the College's obligations in supporting research in the context of OA publishing and RDM.

Competency: Research and analysis:

Ensure that OA and RDM skills programmes are fit for purpose and sufficiently agile to adapt to changing technology and user demand.

Key tasks:

- Research the potential benefits of changing technology and apply beneficial aspects to skills programmes
- Analyse changing patterns of demand so as to predict in advance any need to shift skills programmes resources or change methods of engagement
- Actively promote suitable feedback mechanisms where none exist and engage with those that are already in place; and analyse feedback to ensure skills programmes are fit for purpose

Competency: Initiative and problem solving

Key tasks:

- To gain a thorough knowledge and understanding of the College's statutory obligations and the requirements of funders as they relate to OA publishing and RDM; to map areas of need and to identify services necessary to meet that need in each of these areas
- To ensure that the College's OA publishing provision successfully supports the REF submission process.

Competency: Training:

Providing training and guidance for academic staff, research students and relevant members of Professional Services (i.e. ISD, Research Office, Graduate School Office) in scholarly communications management.

Key tasks:

- Provide support and training to RVC research students and academic staff on OA publishing and RDM

Competency: Teamwork and motivation

Key tasks:

- To work under own initiative and as part of a small team to engage with the College's staff and students while seeking to embed best practice in OA publishing and RDM.

Flexibility: To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.