IMPERIAL

Senior Open Access Assistant: Institutional Repository

Department/Division/Faculty:	Library Services
Campus/Location:	Hybrid, minimum 40% of working hours on South Kensington campus
Job Family/Level:	3a
Responsible to:	Institutional Repository Manager
Line management for:	n/a
Key working Relationships (Internal):	Scholarly Communications Management team, Library Liaison teams, ICT Research Computing Services staff, Assessment Records team, academic and research staff, research support staff, postgraduate research students
Key Working Relationships (External):	UKCoRR network, Jisc Open Research Services
Contract type:	Fixed-term for a minimum of three years, 21 hours per week (0.6fte)

Purpose of the Post

The post holder will be one of several Senior Open Access Assistants responsible for supporting the work of the Open Access section of the Scholarly Communications Management Team by promoting and delivering open access (OA) services for academic and research staff and students, particularly to support the university's rights retention policy and the open access policy requirements of national and international funders and REF2029.

Working closely with the Institutional Repository Manager and other SCM team members, the Senior Open Access Assistant will assist academic and research staff and postdoctoral students in making their publications, research outputs and doctoral theses available on open access. This will include advising on and supporting the self and mediated deposit workflows that allow staff to deposit their work to the university's repository, Spiral. The post holder will assist in the preparation of regular reports relating to these activities; answer academic and research staff and student enquiries on OA using ASK, the Library Services enquiry management software; assist with relevant training for library and other research support staff; and contribute to the development of efficient workflows for the OA services.

The postholder will contribute to the development and delivery of OA advocacy and awareness events, resources and activities across Faculties, departments and other support services.

Key Responsibilities

Service implementation

1. To support the Head of Scholarly Communications Management (HoSCM), Open Access Manager (OAM) and Institutional Repository Manager in the implementation of university and funder policies in relation to providing open access to academic publications and other research outputs, as appropriate
2. To provide specialised assistance to either the immediate and/or self-deposit OA services delivered by the SCM team, including advocacy and training for staff and students
3. To manage and coordinate the deposit of publications, research outputs and doctoral theses to Spiral, the College's open access repository, including advice on publication versions
4. To support the SCM and ICT Research Computing Services teams in the management of Spiral, including providing advice on metadata and repository standards as appropriate
5. To work with other team members to deliver a self-deposit open access service, with specific reference to the requirements of the REF OA policy, including doctoral thesis deposit, and metadata-only record management

Promotion and awareness of OA services

1. To prepare and disseminate reports/case studies/publicity on the impact of publications deposited in the repository to be used for OA awareness activities, including any OA service projects and trials
2. To advise academic and research staff on the open access fee application process and the self-deposited workflows, including the development of online help tutorials and other relevant materials
3. To assist the OAM in the development and maintenance of relevant web pages, and shared workspaces using Confluence and other collaborative working tools
4. To contribute to and participate in OA awareness events and programmes

OA service administration and support

1. To work with the OAM, Institutional Repository Manager and other team members to optimise all OA workflows and procedures
2. To assist in the implementation and visualisation of metrics/impact measures related to Imperial's research outputs, using Spiral, PowerBI and other appropriate methods including social media
3. To assist the Open Access and Open Research Managers in preparing regular reports on OA publishing activity for a number of internal and external audiences, including the University Research and Enterprise Board and Open Research Group, academic departments, Faculty research committees, funders, and other external organisations

Continuous improvement

1. To work closely with team members and all Library teams to share knowledge and best practice
2. To pursue an active programme of self-development and continued updating of skills and understanding of new technologies and their relevance to learning, teaching and research

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Experience	
Experience in a customer service and/or administrative support environment	(E)
Experience of working with an institutional repository including metadata creation and management	(E)
Experience in an appropriate academic environment, some of which should ideally have been gained in the higher education sector	(D)
Experience in working with academic publishers and/or funders	(D)
Knowledge	
Demonstrable knowledge of open access and the academic publishing process and workflows	(D)
Demonstrable knowledge and understanding of the UK HE funder OA policies	(D)
Demonstrable knowledge of the use of bibliometrics/article level metrics in scholarly communication	(D)
Skills & Abilities	
Excellent administrative and organisational skills	(E)
Excellent oral and written communication, presentation and interpersonal skills	(E)
Good research and analysis skills and experience in presenting management information	(E)
Ability to manipulate and present statistical data	(E)
Ability to prioritise and schedule workloads in the face of conflicting demands	(E)
Good team player, flexible and co-operative, coupled with high level of personal responsibility and initiative	(E)
Care and attention to detail and a methodical approach to work	(E)

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect

- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

Imperial is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level. Find out more about animal research at Imperial.

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