Job Description – Content Licensing & IP Assistant

About the Role

- Acquiring of and clearing Copyright in third-party material including library content, in accordance with University administrative processes and procedures. To work within agreed timescales to meet legal and budgetary requirements.
- Working collaboratively with a diverse customer base including academic colleagues in module teams, Librarians and individuals in technical and financial teams. Providing access to and advice on library and other third-party content to various stakeholders across the University and externally. Checking that content is accessible, that appropriate licences are obtained, data is kept up to date and reputational risks are minimised
- Promoting and embodying a positive attitude and behaviour, to encourage a future-focused and inclusive culture, being open to a changing environment and championing the values of The Open University.

Key responsibilities

Procedural

Acquire licenses, online and physical library content, and other media assets for use in personal study, research and teaching, including courses, commercial and related projects, by administering purchase and clearance processes. This includes:

- Preparation of appropriate documentation
- Liaison with suppliers
- Chasing progress of enquiries
- Creating orders and processing invoices for payment.
- Providing acknowledgements and legal approval for use in University modules and projects.

Negotiation

Negotiate with rights-holders for the use of content, having regard to available budgets, time scales and the University’s use requirements. This includes getting the best available rates for the widest possible use and researching alternative content options for University projects and modules; and conducting themselves in a manner the preserves the excellent reputation of the University with suppliers, publishers and providers.
Advisory

Provide advice and training on intellectual property issues and any other queries relating to rights in the production of a University module or project. In addition, deliver a Document Delivery and Interlibrary Lending service to University academics to facilitate access to content not held in library collections.

Administration

Use various rights management, library or other University systems and software to accurately create, record, file and report on data including:

- Licence costs
- Budgets
- Use terms
- Correspondence
- Decisions (including on use at risk)
- Financial transactions including orders and invoice costs

Education, qualifications and training

Essential

- Educated to A level standard or equivalent, or equivalent professional experience
- English and Maths at GCSE level C or equivalent

Skills and Experience

Essential

- Excellent organisational skills: ability to manage own workload and balance conflicting demands; evidence of good time management; including working to deadlines; decision making and prioritisation when appropriate.
- Initiative and problem solving: evidence of using initiative to identify and solve problems proactively; using good judgement to refer issues upwards as necessary, seeking efficiencies and challenging existing practice in a constructive manner.
- Team working: ability to build proactive working relationships; evidence of working collaboratively across organisational boundaries to achieve common goals.
- Working under pressure: ability to remain effective and positive even under pressure.
- Embracing change: ability to be receptive to new ideas, responding quickly to changing priorities and see change as an opportunity. Evidence of ability to identify new opportunities and to adjust to changing demands.
Knowledge, work and other relevant experience

**Essential**

- Proven track record of working in an administrative capacity with a requirement for policy and procedure adherence, demonstrating a high level of accuracy and attention to detail.
- Experience of data collection and analysis. Demonstrating organisational ability, as well as good numeracy and accuracy skills
- Excellent IT skills, especially Outlook, Excel, Word and PowerPoint
- Ability to digest new information quickly and think logically and concisely

**Desirable**

- Experience of enterprise/management system that records, stores and reports on data
- Awareness and understanding of copyright law
- Negotiation skills
- Use of online search tools