Job Description – Research Support Librarian – Fixed Term Contract

About the Role

• A specialist role to support the growing area of scholarly communication including open access publishing, research data management and research metrics.
• As part of the Research Support team develop and implement a research support strategy ensuring that the requirements of the University, researchers and external funders are met.
• Provide advice and guidance on funder requirements for research data management, open access publications and research metrics.
• To deliver resources and services to enable researchers to effectively develop and manage their research and scholarship outputs and maximise their impact, dissemination and visibility.
• To promote and embody a positive attitude and behaviours, to encourage a future focused culture and champion the values of the organisation

Key responsibilities

• Provide advice and guidance to OU academics, research students and support staff on developments in scholarly communication, research metrics and research data management policy and practice.
• Provide specialist support in complying with OU and external funders’ policies e.g. for Open Access publishing, research data management and research metrics.
• Administer and report on expenditure from external funders Open Access block grants, liaising with publishers as necessary.
• Provide advice and guidance to the Research, Enterprise and Scholarship Unit and Faculties on research publications metrics that can be used to inform decision making and in research planning.
• Collate, analyse and interpret data on all aspects of the research support service and produce updates and reports for Library Services Leadership Team, the Research, Enterprise and Scholarship Unit, Faculties and University Committees.
• To plan, develop and deliver training and workshops (both face-to-face and online) on advanced digital and information literacy skills and all aspects of research support service.
• To develop, maintain and update online support material.
• Collaborate with IT and the Research, Enterprise and Scholarship Unit to develop and maintain technical infrastructures that support the University’s research activity.
• Maintain professional expertise by keeping abreast of external trends and developments in scholarly communication, sharing knowledge and practice with the wider research support community. Use this expertise and knowledge to contribute...
to strategy and to inform continuous improvement of research support products and services.

**Education, qualifications and training**

**Essential**
- A degree, or equivalent education, or work experience at a comparable level

**Desirable**
- Project management experience

**Knowledge, work and other relevant experience**

**Essential**
- Knowledge of the research lifecycle
- An understanding of developments in scholarly communication
- Experience of delivering workshops and training
- Experience of developing training material
- Experience of using common software tools (e.g. MS Office)
- Confident in learning and using technology and systems
- Experience of collating, analysing and interpreting data

**Desirable**
- An understanding of quality control processes and systems
- Experience of gathering user requirements
- An understanding of research metrics and their application

**Skills and Experience**

**Essential**
- High level of attention to detail
- Excellent interpersonal skills – including all aspects of communication both verbal and written
- Excellent organisation and time management skills
- Ability to work as part of a team towards a common goal
- Ability to exercise judgement, prioritise and solve problems
- Ability to be receptive to new ideas, responding quickly to changing priorities and see change as an opportunity