

Job Description

Open Research Librarian

Salary:	Grade 7
Contract:	Full time, ongoing
Location:	Canterbury Campus
Responsible to:	Open Research Manager
Job family:	Administrative, professional and managerial

Job purpose

Develops and provides user-focused specialist support, advice and guidance to staff and students about the sharing, dissemination and preservation of all types of research outputs across the research lifecycle to ensure that academics and PhD students make informed choices

Supports the Open Research Manager to inform policy, planning, development and processes that promote openness and transparency in line with sector standards and best practice, enabling the publications and data requirements of research funders to be met and the outputs element of assessment exercises such as the REF to be undertaken.

Works as a specialist with Schools, teams and professional services colleagues across the University to develop and enhance our repositories and research infrastructure to maximise the reach and longevity of Kent's research outputs

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

Working closely with the Open Research Manager and Open Research Officer and as part of a wider matrix Library Learning and Resources (LRR) team.

- Develop, produce and maintain user-focused guidance that allow researchers to obtain answers and locate information at point of need, so that they can make informed decisions about the communication, sharing, preservation and future use of their research.
- Maintain and develop the Kent Academic Repository and Kent Data Repository to ensure they preserve and make available University research publications and data in line with sector standards and strategic goals
- Lead on development for designated areas of specialist services to maintain continual service improvement.
- Design and deliver training programmes to promote an Open Research approach and skills development aligned to University policies and strategic objectives.
- Leads on development of copyright guidance, builds expertise and co-ordinates approach to copyright risk and infringement, maintaining policy and responding to changes such as Artificial Intelligence, to support the University community.
- Establish and sustain excellent working partnerships to inform, develop and maintain a service offer that supports researcher needs.
- Plan, manage and deliver projects and engage in departmental planning processes to ensure effective representation of academic research requirements and to inform effective service development.
- Participate in professional activities and networks to ensure excellent professional practice, in order to maintain a culture of innovation and best practice.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Is required to develop sustainable, respectful and collegial relationships with university colleagues at all levels so as to flag and address opportunities, issues and concerns that may arise.
- Deal with high levels of uncertainty and change, supporting colleagues and teams to provide an exemplar for wider colleagues to embrace new ways of working, process change and service redesign.
- Deciding when to deal with managerial or confidential enquiries or to refer elsewhere.
- Balance immediate institutional need and pragmatic solutions with longer term vision and ideals.
- Managing a demanding annual work-plan and working collaboratively with colleagues and teams, prioritising activity in light of their workload to ensure delivery of an efficient and customer focused service.
- Work collaboratively with all stakeholders to reach agreed ways forward for identified areas of challenge, listening, negotiating, and advising to address complex issues and offer sustainable solutions.

Facts & figures

- Services delivered directly to: Academic Schools, PGR students and staff including Medway campus. Internal and external partners, schools, colleges and users.
- Acquire and demonstrate the appropriate knowledge, skills and behaviours to support the ethical use and creation of copyright material within the University, through a risk-managed approach.
- Events: c. 3 - 5 university events to support research staff and PGs.
- External scrutiny: REF, research funders, researcher focused surveys, university governance, sector standards and compliance.
- Membership of: Section and departmental team meetings, project steering groups, some departmental governance groups. Representing as required at other meetings.

Internal & external relationships

Internal:

- Departmental managers – advising and supporting.
- Departmental staff – managing, advising, supporting.
- Research and Innovation Support staff at all levels – networking, negotiating, influencing.
- Academics and PSD staff - advising, training, supporting.
- PGR students – advising, supporting, training
- Governance and Assurance – liaison for University policy and risk management.

External:

- Other Universities, professional and academic networks – maintaining and building partnerships.
- Professional bodies – networking, training.
- National specialist organisations (e.g. Jisc, UKRI) horizon scanning, relationship building.
- External contractors and suppliers – monitoring, liaising.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Working in isolation

- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There may be occasional requirement to work evenings and weekends
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Degree/postgraduate qualification in library/archive/information management or equivalent experience (A)
- Comprehensive knowledge and experience of research communication, open access, research data, copyright, and scholarly publishing (A,I,T)
- Knowledge of standards and best practice in research repositories and research support infrastructure (A)
- Ability to manage and address complex issues, such as coordinating and directing staff across multiple teams via projects or working groups, to support optimal outcomes for research, education and engagement services (I)
- Excellent organisational skills with the ability to balance a variety of tasks whilst delivering results and meeting deadlines (A,I)
- Excellent interpersonal skills and the ability to work confidently and diplomatically with people in all parts of the organisation and at all levels (A,I)
- Broad range of knowledge and understanding of information provision across education and research, such as collection development, resource discovery, information literacy and copyright, with specialist knowledge of open research (A,I)
- Excellent oral and written communication skills with the ability to create and present clear and concise information to deliver excellent specialist support for academics, PGRs and professional colleagues (A)
- The ability to gather, analyse and present data and information effectively (A)
- Good IT skills (A)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

Desirable Criteria:

- Professional registration (e.g. CILIP Certification, FHEA, etc) (A)
- Experience or knowledge of higher education settings (A)
- Familiarity with M365 (A)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage