

Open Research Manager (Data and Methods)

Job Ref: REQ211080

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

<https://www.lboro.ac.uk/services/library/students/about/>

Job Description

Job Grade: Management and Specialist 6

Job Purpose

1. To manage and promote the University's open research service
2. To liaise with all stakeholders, both internal and external, to develop an open research infrastructure within the University

Job Duties

Open Research

- To manage an effective open research service within the Library to include the deposit, organisation, description, preservation and discoverability of research data and research methods.
- To build upon existing work in analysing the open research of academics, researchers, and funding bodies.
- To work closely with the Research and Enterprise Office, IT Services and Library colleagues to ensure that the open research service meets all relevant policy requirements, including those of external funding bodies.
- To develop and maintain procedures and workflows for the deposit, retention, promotion, and preservation of research data and research methods.
- To develop and maintain guidance and training materials for researchers, academics, and professional service colleagues on best practice in open research.
- To design, develop, and deliver open research training and awareness raising sessions on open research.
- To provide an advisory service on all matters pertaining to open research (with a focus on research data and research methods).
- To enhance the metadata, using appropriate standards, associated with research outputs to maximise their discoverability.
- To work closely with, and cover where necessary, the Library's open research staff to provide a cohesive open research service.
- To compile and analyse statistical data related to open research.
- To provide regular reports on progress to the relevant departments.
- To assist the Open Research Development and Discovery Lead in the day-to-day management and administration of the Library's Open Research Team and deputises in her/his absence.

Relationship and connections

- Collaborate positively across the Library and the wider University in order to contribute to areas of shared strategic importance.

- Make connections within our user communities to ensure service development is user centred and user led.
- To support the collation and analysis of a range of user feedback and data to support service improvements.

General

- Maintains awareness of developments and effective practice in relation to the open research landscape.
- To undertake continuing professional development.
- To ensure compliance with relevant University policies and procedures.
- To undertake any other duties which may reasonably be required by the Librarian, that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Open Research Development and Discovery Lead.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Area	Criteria	Stage
Experience	Involvement in successful project management and delivery	1,3

	Knowledge of metadata standards	1,3
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Essential Criteria

Area	Criteria	Stage
Experience	Recent relevant experience of working in a library, similar information or research environment	1,2,3
	Knowledge and experience of open research as it relates to research data and methods	1,2,3
	Experience of delivering effective training	1,3
	Proven Experience of collaborative working to maintain high levels of service delivery	1,3
	Experience of successful engagement with academics and researchers	1,3
Skills and abilities	Knowledge of the research life cycle	1,3
	Knowledge of open research policy and practice, intellectual property and copyright	1,3
	Ability to analyse qualitative and quantitative data	1,3
	Ability to learn new IT systems quickly and demonstrate their functionality to users and colleagues	1,3
	Evidence of strong team working skills and the ability to work collaboratively across the Library, the institution and beyond.	1,3
	Show a flexible, enthusiastic and positive attitude	1,3
	Excellent communication, presentation and interpersonal skills	1,3
	Flexible approach with ability to efficiently handle and monitor varied workload and meet deadlines	1,3
	Knowledge and understanding of the Higher Education environment	1,3
Training	Commitment to learning and developing new skills	1
Qualifications	Degree or equivalent	1
Other	A commitment to equality and diversity with the ability to role model, adhere to, and advocate for the University's E&D policy	1,3
	Willingness to adhere and support the Library values	1

Desirable Criteria

	An understanding of the technology and formats associated with open research outputs and their preservation	1,3
	Experience of working with persistent identifiers	1,3
	Experience of working with repositories	1

Qualifications	Relevant professional qualification	1
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Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management and Specialist 6, £31,406 – £40,927 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of familyfriendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcareinformation---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is 7th November 2021. Interviews will be held on w/c 22nd November 2021.