

## SENIOR LIBRARY ASSISTANT (RESEARCH REPOSITORY)

Job Ref: REQ220002

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

### School/Department summary

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

### Job Description

#### Job Grade:

Administrative Services Grade 4

#### Job Purpose

To provide support for the University's Research Repository service and to assist service development via a range of initiatives and projects.

#### Job Duties

##### *Research Repository support*

- To process submissions to the Research Repository (e.g. data, theses, and publications)
- To identify non-standard submissions and process or refer as appropriate
- To add appropriate metadata to Research Repository records and submissions
- To check and implement funder policies relating to open research requirements
- To check and implement publisher policies relating to open research requirements
- To check and advise on publishing licenses
- To liaise with publishers and authors about policies, licenses and permissions
- To identify and match records between the University's publications system (Symplectic Elements) and the Research Repository
- To check and amend records in the University's publications system
- To identify and check versions of research outputs
- To maintain and edit accurate records relating to Research Repository records
- To liaise with academics and researchers about their research outputs
- Collation of data to support service improvements
- In conjunction with colleagues, assess and review the Research Repository workflows and processes

##### *General*

- To respond to enquiries received and take appropriate action. This will include dealing primarily with academic staff and researchers but will also include external organisations.
- Undertake continuing professional development.
- Ensure compliance with relevant University policies and procedures.

- 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 Manager (Data and Methods).

## 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

### Essential Criteria

Area	Criteria	Stage
Experience	Recent experience of working in a library, similar information or research environment.	1,3
	Knowledge and experience of open research.	1,3
	Experience of establishing and maintaining accurate electronic records.	1,2,3
	Experience of working individually and as part of a team.	1,3
		1,3
Skills and abilities	Flexibility and the ability to efficiently handle and monitor varied workload and meet deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Good practical IT skills, including the ability to work with a variety of applications such as Microsoft Office and web-based platforms.	1,3
Training	Commitment to learning and developing new skills.	1,3
	Willingness to adopt new procedures as and when required.	1,3
Qualifications	Degree or equivalent higher education library experience.	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.	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Figshare and/or Symplectic Elements software.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
	Experience of using the Sherpa suite of web sites.	1,3
Skills and abilities	Knowledge of relevant copyright and licensing legislation.	1,3
	Knowledge of funders policies and requirements.	1,3
	Knowledge of metadata standards.	1,3
Qualifications		

## Conditions of Service

The position is **FULL TIME** and **OPEN-ENDED**. Salary will be on ADMINISTRATIVE SERVICES AD4, £21,135 - £24,871 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 1-5, 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 **03 February 2022**.

