

## Open Research Lead

Job Ref: REQ250670

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

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

### Job Description

**Job Grade:** Management and Specialist, Grade 7

#### Job Purpose

- To lead the strategic development and management of the Library's support for Open Research, working collaboratively with colleagues across the University to further institutional ambitions
- To work with the Archivist and colleagues across the institution to open up Loughborough's research outputs and assets appropriately
- To provide leadership and support for the Archivist in the management and development of the Archive.
- To contribute towards Library strategy development as part of the Library Leadership Team.
- To deliver services and activity against identified areas of Library strategic focus, working across formal operational structures.
- To lead and engage in projects, utilising staff resource and skills from across the Library, and where appropriate from across the institution, to achieve stated goals.

#### Job Duties

##### Open Research

- To lead and be responsible for the Library's open research provision and services, including the discovery of open scholarly content and related outputs.
- Develop and lead the University's Research Repository service, ensuring strategic fit with academic and Library priorities.
- Contribute to negotiations of scholarly content and publishing agreements, with a particular focus on ensuring alignment with the University's open research ambitions.
- To lead and manage the workflows associated with compliance of the UKRI Open Access Block Grant funds.
- To promote the reproducibility of research, seeking to ensure the University's research can be analysed, validated, manipulated and re-used by both humans and machines.

##### Publication Practice and Research Discovery

- To lead on the discoverability of outputs and related assets in the research repository.
- Engage with academic colleagues to further open research practices and publishing at Loughborough, including the development and delivery of action plans and policies as appropriate.
- To provide leadership and support for the Archivist in the management and development of the Archive to increase the discoverability and usability of its content
- Lead the development of the University Copyright service

### **Service and Organisational Development**

- Take a leading role in service development, placing strong focus on continuous improvement for the benefit of the University's communities.
- Promote a user-centred approach to service design and delivery.
- Demonstrate commitment to maintaining knowledge and awareness of the open research landscape and the broader higher education environment to inform strategic development.
- Collaborate positively across the University, with professional service and academic colleagues, to lead or contribute to areas of shared strategic importance.

### **Analysis, Reporting and Documentation**

- Contribute to the communication of strategic objectives through report writing, presentation and representation.
- Oversee the capture, collation, analysis and reporting of data in respect of open research and publishing practice to inform progress against institutional goals and policy compliance.
- In collaboration with colleagues, develop an evidence-informed approach to the evaluation of scholarly content and publishing licences.

### **Leadership and People Management**

- Provide leadership and management for colleagues in a range of roles across Open Research and Archive functions
- Participate in the development, recruitment and performance related review of staff in direct teams and the wider Library service.
- Model an inclusive, flexible, positive approach to leadership and management in line with University values.
- Lead projects aligned to strategic priorities.

### **Relationship and connections**

- Collaborate positively across the University with professional service and academic colleagues to lead or contribute to areas of shared strategic importance.
- Develop and manage strong working relationships with a wide range of external stakeholders to influence policy development, technological solutions and open research practice.
- Make connections within our communities to ensure service development is user-centred and user-led.
- Develop and maintain strong peer networks across higher education and other sectors to inform service development and enhance collaborative initiatives.

### **General**

- Maintains awareness of developments and effective practice in relation to libraries, research policy and the scholarly content 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**

It will be necessary to undertake some duties outside of traditional 'office hours' when there are evening or weekend events requiring support.

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 Equity, Diversity & Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion, Health & Safety, etc.

### **Organisational Responsibility**

Reports to the Deputy Director of Library Services

Responsible for: Open Research Manager (Data and Methods), Open Research Manager (Publications), Copyright and Licensing Manager, Archivist.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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	Experience of leading, designing and delivering service development and improvement	1,2,3
	Experience of leading and managing people including, recruitment, training and performance management	1,3
	Recent experience of working within an academic research context	1
	Experience of working with Institutional Repositories/Data Repositories and Library IT solutions to enable the discovery of open research outputs	1,3
	Experience of leading projects/project planning	1,3
	Experience of managing change	1,3
	Evidence of developing successful relationships and connections	1,3
Skills and abilities	Evidence of strong team working skills and the ability to work collaboratively across the Library, the institution and beyond	1,3
	Ability to lead, motivate, manage and develop others	1,3
	Ability to review and prioritise services and processes	1,3
	Ability to analyse qualitative and quantitative data	1,3
	Demonstrate a flexible, enthusiastic and positive attitude	1,3
	Excellent negotiation and influencing skills	1,3
	Excellent oral and written communication skills	1,2,3
	Excellent organisational skills, with the ability to flexibly and efficiently handle and monitor varied workload to meet deadlines	1,3
	An understanding of metadata standards	1,3
	Knowledge of open research business models, policy and practice, intellectual property and copyright, including emerging trends	1,2,3
	Knowledge of Research Data Management	1,2,3
	Knowledge and understanding of the UK Higher Education environment	1,2,3
Training	Demonstrate evidence of having undertaken further training	1,3
	Commitment to learning and developing new skills	1,3
Qualifications	Degree or equivalent	1
Equality and Diversity	A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's E&D policy	1,3
Other	Willingness to adhere to and support the University values	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working to support cross-institutional projects	1,3
	Experience of financial management	1,3
	Experience of developing Institutional Repository solutions	1,3
	Experience of working within a Library environment	1,3
Skills and abilities	Technical knowledge of Library IT solutions	1,3
	Knowledge of archiving and preserving digital content	1
Qualifications	Relevant professional qualification	1

## Conditions of Service

The position is full time and open ended. Requests for job share and part time working may be considered in exceptional circumstances. Salary will be on Management and Specialist Grade 7, (£46,735 - £55,755) per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for 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 family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

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/childcare-information---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/>

## Informal Enquiries

Informal enquiries should be made to Helen Young, Deputy Director of Library Services, email: [h.young@lboro.ac.uk](mailto:h.young@lboro.ac.uk), tel: 01509 222346.

## Applications

The closing date for receipt of applications is Wednesday 17<sup>th</sup> September 2025.