Job Description

Job title	Scholarly Communication Manager
School / department	Library Services
Grade	6
Line manager	Head of Content and Scholarly Communication
Responsible for	Scholarly Communication Assistant

Main purpose of the job

The post holder will lead and develop our work on Scholarly Communication driven by the new UWL Research and Scholarship strategy 2021-25. They will proactively build, develop and maintain relationships with staff and students to promote and advocate for open access and all aspects of openness in research and scholarship. The post holder will also work collaboratively with professional services colleagues across the institution to ensure effective management of the research lifecycle.

The role includes management and development of the UWL Repository, UWL open access journal and any future research information systems. The post holder will also maintain and develop our web presence, social media and guidance relating to scholarly communication.

Key areas of responsibility

1. Proactively maintain and develop the UWL Repository, with a particular focus on the deposit workflows and interface.

2. Continue to develop and enhance an advocacy, promotion and outreach strategy for the UWL Repository including web pages, social media, guides and presentations; working closely with colleagues across teams in Library Services and within the Academic Schools to create a culture of engagement with open access.

3. To build strong relationships with staff and students to promote open access and practices of open research.

4. To provide reports and evidence to University committees and management groups on the growth and use of the UWL Repository and to provide monitoring and compliance reporting on open access and usage statistics that meet internal and external reporting requirements.

5. Manage any funds allocated to the University for spending on open access publishing and ensure that the institution takes full advantage of any publishers' deals and discounts available.

6. Facilitate gathering of impact evidence via University-subscribed analytics and data science tools.

7. Staying up to date with open access developments to ensure any changes to policies and mandates are known to the institution.

8. Ensure that deposits in the UWL Repository are fully discoverable through the library discovery system and other means to ensure the service is as visible as possible.

9. Effectively manage the Scholarly Communication Assistant.

10. Actively develop knowledge of copyright and licensing issues related to open access, academic publishing, and funder priorities and agendas.

11. To take an active approach to continuing professional development.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / back ground information

Although based at a particular campus, the post holder may be required to work at any of the University sites as necessary.

Annualised hours will be applied to this role.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Degree or equivalent experience Professional qualification in information / library studies, or equivalent experience	Membership of an appropriate professional body
Knowledge and experience	Knowledge of current developments in higher education and their implications for libraries Experience of working with at least one repository system or equivalent system Knowledge of metadata standards and schema Knowledge of the research lifecycle, open access landscape and current developments Ability to keep up to date with a quick-changing field of expertise and to communicate changes and opportunities clearly and accurately to a range of stakeholders Ability to work effectively and collaboratively across teams within the wider institution	Familiarity with research data management policies and requirements Experience of delivering training sessions and presentations, and developing guidance and advice Evidence of professional writing and / or speaking
Specific skills to the job	Ability to engage academic staff to develop open research practices	

	Ability to manage and develop staff potential Ability to engage with the wider open access community, and with external stakeholders such as publishers, funding agencies and suppliers A commitment to meeting user needs and a proactive, positive approach to service development	
General skills	Excellent problem-solving and decision-making skills Excellent IT skills including experience of Microsoft Office and other desktop applications Good attention to detail, with the ability to maintain high levels of accuracy Ability to proactively prioritise competing demands and meet agreed deadlines Self-awareness and commitment to reflective practice, especially relating to interpersonal skills	Strong technical skills and knowledge including web authoring skills and the ability to write for the web
Other	Evidence of continuing professional development, including the ability to acquire new skills and apply them effectively	
Disclosure and		

Barring Scheme	This post does not require a DBS check

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.