

Job Description

Job title	Open Research 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 Open Research Manager will lead UWL's Library's work on embedding principles of open research in practice and culture across the University and its broad range of disciplines.

Proactively build, develop and maintain relationships with staff and students across all Schools and Colleges and research institutes, advocating for openness in research and scholarship lifecycles and drawing on existing knowledge of subject-specific best practices.

Design the delivery of services which support cultures of openness in research and scholarship at UWL. Leading on advocacy, training, development of the UWL Repository and UWL open access journals are amongst key aspects of the role.

Key areas of responsibility

1. Accountable for leading, managing and promoting services relating to open research ensuring schools and departments make the best use of UWL's resources.
2. Design advocacy strategies and training to promote open access practices and engage staff and students in the change.
3. Working closely with colleagues across teams in Library Services and within the Academic Schools to create a culture of engagement with open access.
4. Lead on advocacy and uptake of open access publishing through existing transitional agreements.
5. Develop and maintain online guidance and support through the University website and other means to increase the visibility and reach of the service.
6. Lead on the development of UWL's flagship open access journal and future titles under the umbrella of the UWL Press.
7. Ensure delivery of accurate reports and data as appropriate. Undertake analysis and interpretation of information and data to inform service provision and wider decisions.

8. Ability to interpret complex frameworks, policies and procedures from multiple sources, simplify and communicate these to wide ranging audiences and apply changes to existing services based on the interpretations.
9. Ensure UWL compliance with statutory and regulatory frameworks, policies, and procedures. Develop communication and guidance to support staff to achieve the required standards.
10. Ability to stay up to date with developments in the open access landscape to ensure any changes are communicated to the wider institution.
11. Leading the development of the UWL Repository, with a focus on improving deposit workflows and ensuring compliancy with funder technical requirements.
12. Ensure UWL Repository items are fully discoverable through the library search system and other means.
13. Effectively manage and develop the Scholarly Communication Assistant.
14. Actively develop knowledge of copyright and licensing issues related to open access, academic publishing, and funders' agendas.
15. To take an active approach to continuing professional development.
16. Advocate for a UWL culture of open research, measuring the impact of the service and proactively communicating the service across the university.

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.

Background 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	<p>First degree or equivalent experience</p> <p>Professional qualification in information / library studies, or equivalent experience</p>	<p>Membership of an appropriate professional body</p>
Knowledge and experience	<p>Experience of working with at least one repository system or equivalent system</p> <p>Knowledge of metadata standards and schemata</p> <p>Knowledge of the research lifecycle, open access landscape and current developments</p> <p>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</p> <p>Ability to work effectively and collaboratively across teams within the wider institution</p>	<p>Knowledge of current developments in higher education and their implications for libraries</p> <p>Familiarity with research data management policies and requirements</p> <p>Experience of delivering training sessions and presentations, and developing guidance and advice</p> <p>Evidence of professional writing and / or speaking</p>
Specific skills to the job	<p>Ability to engage academic staff to develop open research practices</p> <p>Ability to manage and develop staff potential</p> <p>Ability to engage with the wider open access community, and with external stakeholders such as publishers, funding agencies and suppliers</p> <p>A commitment to meeting user needs and a proactive, positive approach to service development</p>	
General skills	<p>Excellent problem-solving and decision-making skills</p>	<p>Strong technical skills and knowledge including web authoring skills and the ability to write for the web</p>

	<p>Excellent IT skills including experience of Microsoft Office and other desktop applications</p> <p>Good attention to detail, with the ability to maintain high levels of accuracy</p> <p>Ability to proactively prioritise competing demands and meet agreed deadlines</p> <p>Self-awareness and commitment to reflective practice, especially relating to interpersonal skills</p>	
Other	<p>Evidence of continuing professional development, including the ability to acquire new skills and apply them effectively</p> <p>Coach and develop staff skills within your team.</p> <p>Proactively demonstrate commitment to Equality and Diversity across the university making open research available to all.</p>	
Disclosure and Barring Scheme	This post does not require a DBS check	
<p>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.</p> <p>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.</p>		