



Candidate Information

Position:	Subject and Research Services Librarian
School/Department:	Digital and Information Services
Reference:	24/111987
Closing Date:	Monday 24 June 2024
Salary:	£46,497 - £57,141 per annum
Anticipated Interview Date:	Monday 22 July 2024
Duration:	Permanent

JOB PURPOSE:

To be responsible to the Head of Digital, Content and Research Services for providing strategic leadership on the delivery and development of subject support and open research services for academic staff and students.

MAJOR DUTIES:

1. Lead, manage and motivate the Open Research and Subject Support Teams in the McClay Library.
2. Contribute to the overall strategic planning and management of the Library through membership of the Library Leadership Team and by co-chairing the Research Support Special Interest Group.
3. Co-ordinate team activities in relation to resource development across a range of subject areas; co-ordinate ongoing stock management and relegation in designated areas.
4. Co-ordinate, design and deliver specialist training programmes for academic staff and students in relevant subject areas, as well as in open research.
5. Work with stakeholders to ensure the institutional repository (Research Portal) and associated services are aligned with researcher and University need and effectively support:
 - a. Researchers in making their scholarly outputs and data openly available for discovery and reuse.
 - b. Compliance with REF, research funder and University open research policies.
6. Provide specialist/professional advice on resource exploitation and open research; develop resources relevant to the teaching and research needs of academic staff and students.
7. Provide advice and guidance to academic staff and students on relevant copyright issues, as well as on areas such as etheses, ORCID and licensing.
8. Oversee funding for open access publications (e.g. UKRI and Wellcome Trust block grants and Institutional Open Access Fund), including reporting to research funders on expenditure and advising at a strategic level on future expenditure.
9. Manage the team resource development budgets and manage monitoring procedures such as the annual journals review exercise to ensure budgets are not exceeded.
10. Publicise the benefits of open research and expectations of funders and the University.
11. Identify additional service requirements or service shortfalls and co-ordinate and/or design the delivery of innovative solutions to maximize service quality, efficiency and continuity.
12. Ensure professional and quality service standards are maintained and applied within area of team activity.
13. Evaluate and advise on transformative journal agreements, coordinate the dissemination of information on agreements across the University and use expertise in contributing to the Library's Resource Development and Management Policy.
14. Maintain an up-to-date knowledge of developments in open research and provide leadership on the design and implementation of new services and exploitation of emerging technologies.
15. Report to relevant University committees, such as the Open Research Group, and represent the Library at external meetings and events related to open research and subject support.
16. Prepare, analyse and present reports, statistics and other data relating to the management and work of the Open Research and Subject Support teams.
17. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

ESSENTIAL CRITERIA:

1. Minimum of a degree level qualification in any discipline (or equivalent) OR Substantial relevant experience in similar role(s) to include staff management.
2. Significant (sustained or in- depth) recent and relevant experience in an academic or research library.
3. Experience of managing and developing staff.
4. Excellent information, IT and web skills and significant work-based experience of using a wide range of technologies.
5. Experience in training/teaching small or large groups.
6. Detailed knowledge of a range of academic/research library operations and an understanding of trends in information management and delivery.
7. Detailed knowledge and understanding of relevant systems e.g. institutional repositories, resource discovery and management tools.
8. High level of specialist/professional engagement with current practice and developing knowledge.
9. Sound understanding of recent developments in the Open Research environment and involvement in a network of contacts.
10. Excellent oral and written communication and presentation skills.
11. Must have a strong commitment to customer service and ongoing service development.
12. Excellent interpersonal skills including motivating, negotiating, influencing and relationship/partnership building
13. The vision, passion, and commitment to inspire and motivate others.
14. Ability to work under pressure and deliver to deadlines.
15. Ability to relate effectively with students, staff and external stakeholders.
16. Must be committed to personal and professional development and participate in relevant regional and national forums and events.
17. The role will involve travel as required across the UK/Ireland to attend regional/national meetings and/or conferences.
18. The post will involve regular evening work.

DESIRABLE CRITERIA:

1. A degree level qualification in library/information science or related area.
2. Significant recent experience in a Subject Librarian post or Open Research post in an academic, special or research library.
3. Demonstrable experience of applying emerging technologies to support professional practice in a library setting.
4. Experience of engaging proactively with researchers.
5. Sound understanding of copyright legislation in a HE library context.
6. Knowledge of the Open Research landscape and likely future trends and developments.
7. Demonstrable financial understanding and ability to manage and control budgets.