

## Job Description



<b>Job title:</b>	<b>Information Librarian (Research Publications)</b>
<b>Department/School:</b>	<b>Library</b>
<b>Grade:</b>	<b>6</b>
<b>Location:</b>	<b>Library</b>

### Job purpose

The Library's mission is: *to provide access to the world's knowledge through excellent services, 24/7, for the advancement of education and research at the University of Bath.* A key strategic service to support research is our open access institutional repository and associated advocacy service, which aim to improve the visibility of the University's scholarly research outputs.

The Information Librarian (Research Publications) is responsible for the delivery and maintenance of processes to support open access to research publications and theses at the University of Bath. This post operates from the Library Research Services team in the University Library.

The role holder will be responsible for quality-checking publications documents and metadata created by academic and administrative users of our publications system (Pure), as well as compliance with copyright and licensing requirements, and funder and publisher policies. Data cleansing of existing records will be an ongoing function of the role, along with provision of support to users via email, telephone, online enquiry systems, and face to face training where appropriate.

The Information Librarian (Research Publications) will also support processes for testing upgrades to the publications section of Pure and provide regular reports on open access compliance with funder requirements.

### Source and nature of management provided

This role reports to the Scholarly Communications Librarian

### Staff management responsibility

Priorities for this role may vary depending on the workload priorities of the team. The Information Librarian (Research Publications) will assist the Scholarly Communications Librarian in coordinating workload and priorities across the team, and, on occasion, in the supervision, training and development of other staff, including graduate trainees, interns, work placement students and library assistants.

### Career and Professional Development Activities

You will be expected to actively and constructively engage with the wider information profession and to contribute to the professional knowledge in your area of expertise through

(inter)national networks, conferences, publication and professional associations. We will support you to engage with appropriate development activities and professional qualifications.

### Main duties and responsibilities

<b>1</b>	To quality-check and validate research output metadata records within our research repository (Pure), including de-duplication and the import of records from external sources.
<b>2</b>	To proactively provide advice and guidance to academics and researchers on REF and funder compliant routes to Open Access for research publications, such as self-archiving (Green) and paid (Gold) options.
<b>3</b>	To assess copyright and confidentiality risks associated with open access research outputs, referring to journal and publisher policy information.
<b>4</b>	To contribute to the on-going development of the University's open access procedures and policies, proactively identifying opportunities to review and improve processes, and implementing any changes in practice.
<b>5</b>	To review requests for payment of publisher fees and raise invoices for payment on the University finance system.
<b>6</b>	To maintain internal guidance and procedures, user support materials and web pages, respond to email support queue enquiries, and design and deliver training as appropriate. This includes helping facilitate delivery of training sessions for research students and researchers.
<b>7</b>	To be responsible for the regular and thorough testing of new repository system upgrades, using some routine testing but applying initiative to solve problems when appropriate.
<b>8</b>	To support monitoring and compliance reporting on Open Access and usage statistics that meet internal and external (i.e. REF, UKRI) requirements.
<b>9</b>	To develop and maintain an understanding of the information environment for repositories, along with the developments in copyright, publishing and external reporting requirements for higher education and libraries. To develop links as appropriate with other libraries and professional groups.
<b>10</b>	Be an active member of the Library SafePod Coordinator community, and help administer and support SafePod bookings.
<b>11</b>	Contribute to wider Library and Research Services initiatives as appropriate.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by the Scholarly Communications Librarian or Head of Library Research Services.

**Person Specification**

<b>Criteria: Experience/Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Have relevant experience working in a library or related environment.	✓	
To provide evidence of understanding of the implications of publisher/funder terms and conditions and of copyright in a scholarly publications environment.		✓
Be experienced in using office management software (e.g. Microsoft Word and Excel) and presentation software (e.g. Microsoft PowerPoint).	✓	
To have knowledge of testing information systems for upgrades and new functionality.		✓
Be experienced in answering enquiries effectively, whether delivered in person, by phone, by email or other means.	✓	
To have practical experience of creating, editing and quality checking bibliographic metadata records in a Library catalogue, repository or similar system.	✓	
To have experience with creating and analysing reports.		✓

<b>Criteria: Skills</b>	<b>Essential</b>	<b>Desirable</b>
Communicate effectively with all levels of staff and users, in person and in writing.	✓	
Demonstrate exceptional customer service skills.	✓	
Demonstrate excellent presentation skills, both verbal and written.	✓	
Ability to prioritise and self-manage, working to tight deadlines and on multiple projects.	✓	
Work effectively and co-operatively in teams, task groups and meetings, sharing your knowledge and ideas with others across Research Services, the wider Library and University.	✓	
Motivate yourself, promote shared team goals and supervise staff effectively when required.	✓	

Adopt and employ a wide range of digital tools, platforms, applications and virtual environments with confidence and fluency, in order to work effectively and productively as an individual, and in collaboration with others.	✓	
Employ accurate and effective management, interpretation and reporting of data in a variety of common formats, software applications and programmes .	✓	
Draw on professional/specialist knowledge to solve problems as they arise.	✓	
Display a versatile, adaptable and enthusiastic attitude.	✓	
Show initiative and demonstrate an innovative approach in your work.	✓	
Display a reflective, committed and proactive approach to library and information provision and to your own continued professional development.	✓	

Criteria: Professional Qualifications	Essential	Desirable
A clear commitment to achieve Chartership or Fellowship with the Chartered Institute of Library and Information Professionals (or equivalent), if not yet awarded.	✓	

Criteria: Academic Qualifications	Essential	Desirable
First degree or higher in Library or Information/Data Science, or in a related/relevant qualification or equivalent experience.	✓	
An academic or professional background in a relevant subject.		✓

*We will support you to engage with appropriate development activities and as a CILIP employer partner we will support your membership of CILIP and professional qualifications.*

*The Library is a signatory to the CILIP Green Libraries Manifesto. This means that we seek to contribute to the University's sustainability goals by providing our services in a resource-efficient manner, seeking opportunities to minimise environmental impact and supporting sustainable practice.*

## Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

### **Managing self and personal skills:**

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

### **Delivering excellent service:**

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

### **Finding innovative solutions:**

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

### **Embracing change:**

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

### **Using resources:**

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

### **Engaging with the big picture:**

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

### **Developing self and others:**

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

### **Working with people:**

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

### **Achieving results:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.

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## Library Research Services

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