

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Research Support Librarian EHA1554-1016

Accountable to: Dean of Learning Services

Reporting to: Dean of Learning Services

Responsible for: Academic Liaison librarian (research);
Academic skills advisor(s) (post graduate/research students)

Main Purpose of the Post

This is a strategically important role to enhance the University's research environment, manage the University's publication and research data repositories, provide expert advice and guidance on scholarly communications and the curation and visibility of research outputs. The role is based in Learning Services and its principle aim is the management of research services through the effective deployment of a small team of staff, service innovation and development in collaboration with staff in the Research Office and IT services.

The post holder will also work closely with the Research Office to ensure compliance of the University's published research in addition to working alongside members of Learning Services Senior Management team to provide advice and guidance on strategic issues related to the provision of research support services.

Main responsibilities:

- Design and develop a research support services framework in collaboration with the Research Office
- Refine and further develop, in collaboration with suppliers, the current institutional repositories to cater for future research demands and evolving standards
- Develop university-specific guidelines on good research data practices, ensuring that Research Data Management (RDM) is integrated with existing research information management and publications systems
- Develop, promote and contribute to a research support advisory service to academic colleagues on all aspects of the scholarly communication and publication processes
- Take a strategic lead on the development of research collections and systems, in collaboration with the Information Resources team
- Offer an advisory service on good practices in research data management including providing advice on data citation, licensing, copyright and IPR issues relating to RDM and assisting with the writing of data management plans and reports
- Develop and assist in the delivery of a co-ordinated programme of advocacy and training events for research staff, students and support staff, working closely with colleagues in the Research Office

Staff management and advocacy

- Provide leadership and management for a small team to include objective setting, performance management, team and individual staff development and recruitment as required
- Lead on the training of Learning Services staff to optimise the delivery of research support services
- Monitor and manage performance against Learning Services annual plan and agreed KPIs
- Represent Learning Services on relevant university committees and project groups
- Deliver presentations at key events, both internal and external, to raise profile of university research support

Academic Engagement and Support

- Be responsible for seeking out, analysing, and sharing best practise on emerging research support practices across the university
- Ensure that Learning Services research services are effectively communicated to target audiences
- Manage and review role on in-house wiki and use of social media for dissemination of information and updates
- Review current and emerging trends on research support across the university sector, contribute and advise on best practise.

In addition to the above, all staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equal Opportunities and Health and Safety.
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- c) Undertake appropriate training and development as required.
- d) Participate in Edge Hill's Performance Review and Development Scheme.

Salary: Grade 8, Points 31-34
£32,600 - £36,672

Hours: Full time

It is expected that the post holder will work flexibly according to the on-going demands of the job and the responsibilities at this level.

Candidates should note that they will be short listed based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

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Applicants should provide evidence of their ability to meet the following criteria:

	Essential	Desirable	Method of application
Qualifications			
First degree or equivalent professional qualification	*		A
Masters degree		*	A
Teaching qualification or equivalent experience		*	A
Knowledge and Experience			
Experience of using research services and systems within an academic library environment	*		A/P
Excellent knowledge and understanding of the current UK research environment, scholarly communication and the role of library and information services	*		P
Proven abilities in understanding, evidencing and communicating the value of research support services	*		I/P
Evidenced IT skills, in particular knowledge of Excel spreadsheets and other Microsoft packages	*		A
Experience of writing high quality outputs for a range of audiences across a range of media	*		A/I
Experience of leading and mentoring staff, allocation and prioritisation of responsibilities and workloads	*		A/I
Skills and Abilities			
Ability to organise, plan and operate effectively within the role and to initiate and develop services and systems	*		A/I
Strong interpersonal skills and ability to develop and maintain excellent working relationships with people from across a wide range of roles	*		I
Excellent influencing, liaising and networking skills	*		A/I
Excellent analytical and practical problem solving skills including the ability to manage multiple work strands and projects	*		A
A team player with the ability to work flexibly and creatively with peers to meet objectives, while also being able to work effectively independently and under own initiative	*		A/I
Other Personal Qualities			
Motivated and high performing individual	*		I/P
Questioning and inquisitive	*		I