

Open Access Advocacy Librarian

Department	IS Customer Services (www.strath.ac.uk/is/)		
Directorate	Information Services (www.strath.ac.uk/is/)		
Staff Category	Administrative and Professional	Reference No	14344
Reports To	Research and Learning Support Manager	Grade:	7
Salary Range:	£30434 - £37394	Contract Type:	Fixed Term (18 months)
FTE:	1 (35 hours/week)	Closing Date	Friday, 13 February 2015

Job Advert

The Information Services Directorate (ISD) wishes to appoint an Open Access Advocacy Librarian. It is intended that the Open Access Advocacy Librarian, assisted by an Open Access Senior Library Assistant, will engage in particular with RCUK-funded research-active academic staff in order to encourage them to reshape their publication habits, thus ensuring their compliance with the Gold/Author Pays Open Access objectives set by the Research Councils UK. The post holder will provide training, advice and support to units/departments based on a combination of practical and theoretical knowledge of the field of open access publishing and repository work. Thus, the role will involve financial responsibilities such as the management of RCUK and other Open Access funds but will also embrace responsibilities for managing and/or supporting staff within the relevant sections of the University Library, while working in liaison with the University's Research and Knowledge Exchange Services to achieve full open access compliance.

The post holder will need to understand the full range of contemporary OA compliance environments, for example, being able to explain how RCUK and/or Wellcome Foundation compliance relates to other compliance regimes, including HEFCE's separately articulated Open Access requirements. The Open Access Advocacy Librarian will take specific responsibility for training and supervising a Senior Library Assistant, while working closely with the Head of Acquisitions in the Library to ensure that Open Access procedures embed with existing Acquisitions workflows.

Job Description

Brief Outline of Job:

The Open Access Advocacy Librarian, assisted by an Open Access Senior Library Assistant, will engage particularly (but not exclusively) with RCUK-funded research-active academic staff in order to encourage them to reshape their publication habits, thus ensuring their compliance with current funder-mandated Open Access compliance objectives.

Main Activities/Responsibilities:

1.	To provide training, advice, advocacy and support to research-active staff in all units/departments, based on a combination of practical and theoretical knowledge of the field of Open Access publishing and repository work, with a particular focus on achieving RCUK Gold ('Author Pays') Open Access compliance targets. This may involve provision of explanations to stakeholders of data and information which has been initially provided by the Open Access Senior Library Assistant, but adding a level of interpretation and analysis which would not otherwise be apparent. These activities will necessitate the use and/or production of complex and detailed documentation of Open Access procedures.
2.	To have a variety of financial responsibilities, including the management of RCUK and other Open Access funds, overseeing the allocation of these resources and making recommendations about such allocations.
3.	To monitor and maintain records/reports, with a view to reporting to internal bodies and external agencies on the

	disbursement of Open Access funds, and aligning the expenditure of such funds with the relevant Open Access compliance targets.
4.	To bear responsibility for managing and/or supporting staff within the relevant sections of the University Library. In particular the Open Access Advocacy Librarian will take responsibility for training and supervising the Open Access Senior Library Assistant, while working closely with the Head of Acquisitions in the Library to ensure that Open Access procedures embed with existing Acquisitions workflows.
5.	Using a well-developed knowledge of the capabilities of repository/campus research information systems, to work in liaison with the University's Research and Knowledge Exchange Services to achieve full open access compliance.
6.	Where Open Access compliance activity is not achieving the relevant targets, to identify and make recommendations for improvement in policies and procedures to facilitate heightened levels of compliance.
7.	To undertake your duties in line with departmental safety, health and wellbeing arrangements and to attend appropriate safety, health and wellbeing training associated with your respective area of work activity
8.	To ensure that the Open Access Senior Library Assistant undertakes their duties in line with departmental safety, health and wellbeing arrangements including any specific training, and to undertake suitable and sufficient risk assessments for staff under their supervision when required.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E.1 Good honours degree or substantial equivalent relevant work experience

D.1 Postgraduate LIS or Information Management qualification.

Experience

E.2 Experience of implementation and/or support of open access services in a university or research environment, including familiarity with repository/and or campus research information (CRIS) systems.

E.3 Good awareness and experience of general open access and research policy issues in HE environment.

D.2 Well-developed awareness of specific issues relating to Gold and Green Open Access, and of HEFCE/RCUK compliance requirements.

Job Related Skills and Achievements

E.4 Knowledge of and experience of working on library or aligned information systems to deliver open access or similar services.

E.5 Experience of using complex information systems to deliver reports on financial and/or bibliographic data systems.

E.6 Knowledge of research publication workflows, including sensitivity to different research dissemination practices in different disciplines.

D.3 Track record of successfully using IT/information platforms to support of user-facing services.

Personal Attributes

E.7 Ability to work within a team environment.

E.8 Ability to plan and organise own workload effectively with light touch supervision from senior colleagues.

E.9 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of stakeholders.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter as a single document detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Nick Joint, Research & Learning Support Manager (n.c.joint@strath.ac.uk) / Tel: 0141-548-4640)

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis. For calculation of entitlement, annual leave accrues on the basis of 2.5 days per complete calendar month to be taken within the leave year which begins on 1st October.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

New members of staff, under age 75, will be admitted to membership of the Universities Superannuation Scheme on taking up appointment unless they notify the University in advance, at the point of signing their contract letter, that they do not wish to be admitted to membership of USS. USS requires a contribution from the member (currently 6.5 per cent of salary for the Career Revalued Benefits section of the scheme and 7.5% for the Final Salary section of the scheme), to which a contribution of salary is added by the University as required by USS. If a new member of staff has previously been a member of USS and rejoins the scheme on or after 1 October 2011 they will be eligible to re-join the Final Salary section of the scheme if they:

- left before 1 October 2011 and have deferred benefits in USS and are re-joining before 1 April 2012; or
- leave the Final Salary **section** after 30 September 2011 and rejoin the scheme within 30 months of leaving.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been members. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section in the first instance.

A new employee's guide to joining USS is issued with the offer letter. Full details of the Scheme are available for reference purposes at the Pensions Section of Finance Office, John Anderson Campus.

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts of one year or less may be terminated by either party short of the expiry date by the serving of one month's notice in writing. Where fixed term employment extends beyond one year the normal contractual notice clause below applies. For Grades 6 to 10 inclusive the employment contract can be terminated by either party by the serving of three months' notice in writing. For those appointed above Grade 10, this notice period is 6 months. During the probationary period a one month notice period applies. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area.

Revised Jan 2014