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University of Strathclyde Glasgow

Institutional Repository Support Assistant

Department	IS Library and Information Resources (www.strath.ac.uk/professionalservices/is)		
Directorate	Information Services (www.strath.ac.uk/is/)		
Staff Category	Administrative and Professional	Reference No	293258
Reports To	Scholarly Publications & Research Data Manager	Grade:	5
Salary Range:	£23,067 - £25,941 per annum	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	5 November 2020

Job Advert

The University of Strathclyde has a commitment to boldness and innovation as part of its core institutional values, and we believe that our engagement with Open Access and repository development is a significant example of this commitment. In furtherance of these values the Information Services Directorate of the University is seeking to appoint an Institutional Repository Support Assistant to join our Scholarly Publications & Research Data team. The job role will encompass work within the areas of Green Open Access, including the management of scholarly grey literature, and aspects of Gold Open Access.

The role will include the use of the University's current research information system (CRIS) and Strathclyde's institutional Open Access repository, as well as other systems relevant to the operation of open scholarly communications and open research within an HEI. The job role will involve the description of a wide variety of scholarly content according to established metadata schema, the correction and approval of system metadata and the preparation of digital file content for deposit, exposure and digital preservation. Interpretation of research funder Open Access policies and compliance requirements will be necessary and the applicant should have some knowledge of copyright matters, experience of liaison with academic staff, and advanced skills in the manipulation of digital files.

The successful applicant will demonstrate attention to detail and an ability to work with colleagues across University departments. Some experience of working with research metadata or publications, including online record creation and amendment to a high level of accuracy using CRIS systems and/or repositories, would also be an advantage. Knowledge of web technologies and experience of working within an academic environment would be similarly advantageous.

The applicant will have demonstrably excellent communication skills and an ability to describe services to users clearly both in written communication and verbally. The candidate will have good general IT skills and be educated HNC level. A recognised qualification in information management would be an advantage.

Some aspects of the role may require a criminal record check via the Disclosure and Barring Service (DBS) to facilitate access to sensitive personal data.

Job Description

Main Activities/Responsibilities:

1.	Describe scholarly content for the CRIS and institutional repository by generating, editing and approving metadata.

2.	Work within (inter)national standards and local procedures to validate data objects and ensure consistency of authority control and licencing.
3.	To deal with researchers' enquiries about their Open Access options (e.g. Green or Gold), their compliance requirements with respect to relevant funder policies, the suitability of specific publication destinations, and their potential eligibility for Gold Open Access funding.
4.	Upgrade metadata and act on opportunities to maximise the discovery of Strathclyde research outputs.
5.	Source appropriate digital research assets for archiving in the institutional repository while ensuring they meet general copyright and the OA compliance standards of HE publisher policies and funding bodies.
6.	Apply appropriate metadata to accurately record any relevant restrictions or moratorium associated with the digital research assets and create relational links with other research data objects, such as research datasets.
7.	Engage in digital research asset handling tasks in order to prepare digital assets for deposit and discovery, including file conversion for digital preservation and text mining, reformatting or organising asset content, applying file-naming conventions, etc.
8.	To support the activities of the Open Access Advocacy Librarian and the Institutional Repository Manager.
9.	Support researchers in activities germane to the furtherance of open research and open scholarship at Strathclyde.
10.	Undertake your duties in line with departmental safety, health and wellbeing, and to attend appropriate OHS training associated with your respective area of work activity.
11.	As with all Library and Information Resources (LIR) staff you will be required to support the Customer Service Excellence (CSE) initiative and to uphold the IS Customer Charter
12.	To undertake any other duties assigned by the University Librarian and Head of Library Services

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)
E1 Competent and proven IT skills with the ability to quickly adapt to new/enhanced systems
E2 HNC level qualification or equivalent experience
Experience
E3 Recent, relevant experience in an academic or research environment
E4 Experience of working with data in a variety of formats, including the ability to manipulate and transform data
E5 Experience of working with research and/or institutional repository data
D1 Experience of implementation and/or support of Open Access work, repository work /and or CRIS systems
D2 Experience of online record creation and amendment and an awareness of international description protocols
D3 Experience of outreach activities, use of social media platforms, e.g. Twitter, Blogs, etc. and website platforms
Job Related Skills and Achievements
E6 Ability to work with a high level of accuracy and attention to detail
E7 Awareness of current trends and developments in copyright, licensing, open access in the context of academic publishing, open data and open science ('open research') more generally
D4 Awareness of software systems used in HE, eg Pure/EPrints/DSpace, to maintain a record of published research outputs
Personal Attributes
E8 People-oriented, with excellent interpersonal attributes and ability to deal with a range of stakeholders
E9 Excellent verbal and written communication skills, demonstrating tact and diplomacy, aligned with a friendly, helpful manner
E10 Good time management capabilities, with the ability to prioritise and organise workload effectively
E11 Resourcefulness and ability to use initiative and work with minimal supervision

E12 Ability to work in a team environment, supporting colleagues and sharing expertise

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. 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 George Macgregor, Repository Manager (george.macgregor@strath.ac.uk; +44(0)141 548 3496).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Local Government Pension Scheme (LGPS) in Scotland. 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.

Interviews

Formal interviews for this post will be held on 24 November 2020.

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.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.