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University of Strathclyde Glasgow

Open Repositories Manager

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	561821
Reports To	Scholarly Publications & Research Data Manager	Grade:	8
Salary Range:	£45585 - £56021	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	01/10/2023

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 research and repository development is a significant example of this. In furtherance of these values the Information Services Directorate of the University is seeking to appoint an Open Repositories Manager to join our Scholarly Publications & Research Data (SP&RD) team. Based in the Andersonian Library, the successful candidate will manage all technical and service delivery aspects relating to the Strathprints repository, an EPrints platform, and contribute to adjacent Strathclyde repository and open publishing initiatives. This role is critical in supporting the discovery and impact of Strathclyde research, funder open access mandates, and fulfilling requirements of the Research Excellence Framework (REF).

The successful applicant must have expertise in digital library systems in a Higher Education, national library, or research-intensive environment, with repository experience seen as an advantage. Knowledge of repository management matters is essential, as well as current awareness of the challenges surrounding research information curation and data management/research administration. Specific experience of work in metadata standards and/or data integrity management issues is essential.

The role will lead on Green Open Access, including the description of a wide variety of scholarly content according to established metadata schema, the management of system metadata and the preparation of digital file content for deposit, exposure, and digital preservation. The applicant will deploy technical expertise to analyse, develop, and test software solutions to enhance repository functionality and enable interoperability or integration with third-party systems. Interpretation of research funder Open Access policies and compliance requirements will be necessary to oversee the work of colleagues, and the applicant should have knowledge of relevant copyright matters, experience of liaison with academic staff, and advanced skills in the manipulation of data and digital files.

You will be well organised, with an ability to manage and prioritise your own and others' work, with a track record of delivering to deadlines. A first degree in a relevant subject, or equivalent relevant experience in a similar or related role is required, as is an awareness of wider research policy issues in an HE environment. A postgraduate LIS or Information Management qualification or the equivalent is desirable.

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

Brief Outline of Job:

The University of Strathclyde is seeking to appoint an Open Repositories Manager to join our Scholarly Publications & Research Data (SP&RD) team. Based in the Andersonian Library, the successful candidate will manage all technical and service delivery aspects relating to the Strathprints repository, an EPrints platform, and contribute to adjacent Strathclyde repository and open publishing initiatives. This role is critical in supporting the discovery and impact of Strathclyde research, funder open access mandates, and fulfilling requirements of the Research Excellence Framework (REF).

Main Activities/Responsibilities:

1.	Lead the open repositories service, designing and overseeing methods of deposit of research content to ensure compliance with funder open access mandates, including REF. This matter of University-wide significance requires liaison with academic staff, analysis and interpretation of service data, identification of sectoral trends, development and testing of technical solutions, close liaison with the Open Access Advocacy Librarian, and reporting on progress through briefings and reports for University-level stakeholders.
2.	Manage the development of Strathprints and contribute to adjacent repository platforms and open publishing initiatives. This involves the application of technical expertise to analyse, design and develop solutions to effectively manage content, interoperate and/or integrate with parallel or third-party systems (e.g. digital preservation tools, persistent identification registries, etc.), and to ensure discoverability of Strathclyde research content.
3.	Monitor data and file content exchange between the University's CRIS (PURE) and Strathprints, and where relevant identify and implement improvements.
4.	Provide specialist expertise on national and international open research issues directly to senior institutional decision-makers. This involves analysing and interpreting REF, UKRI and similar policy-makers' regulations with respect to open research, and responding to and applying any necessary changes within the open access and repository service.
5.	Design and deliver training programmes on matters of open research, including open access sessions/workshops to large groups of research active staff ranging from inexperienced early career researchers to Principal Investigators. Training also involves sectoral presentations and publicity events, engaging with the teams' online presence, and creating materials to be used for class-based learning, online learning, and web-based publicity.
6.	Apply knowledge of statistical sources (for example, academic discovery platforms, web analytics, Search Engine Optimization, and COUNTER) to research publication visibility, and relate this to the attainment of the University's strategic objectives in areas affected by the repository, such as field-weighted citation impact.
7.	Develop and revise institutional open research publication policies for approval by the University's research groups, committees and Senate. This includes directing and consulting with University research stakeholders, including academic departments and RKES, to develop new/improved open research processes and enhanced support systems for the management of research publications in response to new funder policies (e.g. UKRI, REF) and other relevant sectoral developments.
8.	Manage a team of Institutional Repository Support Assistants (IRSAs), setting performance standards to deliver both ongoing quality and meeting of output targets, minimising workloads, and ensuring that standards are agreed, understood, and monitored. This includes recruitment issues and responsibility for the identification and delivery of training requirements for staff that support SP&RD objectives.
9.	Represent and promote the University's activities and interests in open research, providing specialist input at both internal and external meetings and events, including the University's Open Research Group, Jisc, UKRI, and the Open Access Scotland Working Group. Deputise for the Scholarly Publications & Research Data Manager when appropriate.
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.

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 A first degree in a relevant subject, or equivalent relevant experience in a similar or related role

D.1 Postgraduate LIS or Information Management qualification or equivalent relevant experience

Experience

E.2 Experience of usage/implementation of digital library systems in a Higher Education, national library, or research-intensive environment.

E.3 Experience and understanding of issues surrounding repository management, research information curation and data management/research administration

E.4 Awareness and experience of wider open research policy issues in HE environment

D.2 Experience of implementing a repository-CRIS system and/or research data management system

D.3 Experience of digital preservation activities and/or related solutions

Job Related Skills and Achievements

E.5 Knowledge of metadata standards and digital library applications

E.6 Track record of successfully working on information systems in support of user-facing services

E.7 Knowledge of web technologies and their deployment within digital library and/or repository services, including accessibility matters.

D.4 Knowledge and experience of working on software used for institutional repository applications, research data management and/or research information applications

D.5 Experience of line managing and training staff

Personal Attributes

E.8 Well organised and able to prioritise own and others' work, with track record of delivering to deadlines

E.9 Ability to lead and work in a team

E.10 Capable of communicating complex technical or policy issues to non-expert members of academic staff in an understandable and persuasive manner

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter 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 Alan Slevin, Scholarly Publications & Research Data Manager (alan.slevin@strath.ac.uk).

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.

Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

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Flexible Working

The University supports and encourages agile working practices. This is a full-time role at 35 hours per week. We are happy to discuss and consider a range of working patterns to suit individual and operational needs, including some home-working.

Probation

Where applicable, the successful applicant will be required to serve a 12 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.

Interviews

Formal interviews for this post will be held on 13/10/2023.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

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.