Appointment details

Open Access and Research Repository Specialist

Job Ref: R170497

Closing Date: 23.59 hours GMT on Friday 24 November 2017
Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

International

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year.

Aston University is ranked 29th in the world and 9th in the UK as one of the ‘most international universities in the world.’ (The Times Higher World University Ranking, 2016-17).

Birmingham – one of Europe’s liveliest cities

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

A green, sustainable campus

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 14,355 students. All staff have the opportunity to contribute to our sustainability agenda and practices.
Dear applicant,

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

Whilst there are some ‘knowns’ - HEFCE funding for both teaching and capital investment has experienced dramatic reductions, the impact of the UK’s new visa regime on international student numbers - there are equally important ‘unknowns’ - to what extent will student expectations rise as a result of the increased fees. Universities who are able to adapt swiftly to a changing and increasingly competitive market will thrive.

Aston is well positioned for the future. Our vision ‘Employable Graduates; Exploitable Research’ not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston’s continuing success.

Alan Charters
Chief of Operations and Estates
University values

All staff are expected to demonstrate / promote the University’s values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK’s leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university’s values is available at www.aston.ac.uk/staff/working/dare-to-succeed/values/

In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?alId=158042

Staff expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying “yes”
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters
Library Services supports the teaching and research activities of Aston University by providing access to information resources for academic activities, providing a range of study environments in the Library Building, supporting staff and students in their use of information, providing information skills teaching to students and facilitating Open Access and Open Data for the University.

The department has a customer service ethos which is applied to all our activities and leads to it being well regarded. We work to ensure that we have good connections across the university, contribute to the development of University plans for learning and teaching, research and student services and have representation on both School and University level groups and committees. Library Services has both Investors in People and Customer Service Excellence accreditations.

It is divided into two teams supported by the Library Office many of whom work on a flexitime basis. All areas of library work are subject to constant change and development and we aim to be flexible and agile to keep our services in line with, or ahead of, expectations. Staff at all levels are expected to engage in staff development activities to support them in developing plans for the Library and in implementing new services.

The Public and Information Services Team, with a total of 29 staff, take responsibility for the Library Building, the services that are provided to support students and the liaison and support activities with Schools. The Customer Experience staff look after the building and study environment; the Enquiries and Marketing staff promote the services on offer and provide support to students by email, phone and online chat as well as developing self-help service; the Information Services staff work with academic staff and students to support their use of information, making sure that the best resources are available and providing advice and teaching on locating and using relevant information.

Further information on Library Services is available on our Library web page.

Research Services

Aston uses the Pure Current Information System to record the publication details for internal use and also as a route to Open Access. In conjunction with Pure we use Eprints to deliver our publications repository, Aston Publications Explorer, and research data repository, Aston Data Explorer. We aim to ease the workload of our academic colleagues by taking the role of 'institutional' experts in this area and although the ultimate responsibility for deposing publications rests with authors we use automated approaches and actively prompt them wherever possible. Advice to academic staff is delivered through training events, one to one advice and supported by LibGuides on Open Access, Research Data Management and Researcher Profiles.

There are three staff working on Research Services with support from the Information Assistants in the Information Resources Team. This post will focus on Green Open Access and our repository but will work collaboratively with the other staff offering mutual support in managing workload and developing proposals for service improvements and new initiatives. The division of activities between the two Open Access and Research Repository Specialists is likely to evolve over time as the Open Access landscape changes. We also work closely with staff in Research and Knowledge Exchange, particularly in relation to Pure.
Job description

Note that this job description is shared by two posts. The General Activities are common to both roles. This post will lead on the Repository and Green Open Access.

To implement Aston’s policies for Open Access;
- developing and managing the systems and procedures for deposit of research papers in Aston’s repository
- developing central procedures for managing Open Access publications charges, developing an overview of expenditure on all types of Open Access publication and reporting on Aston’s compliance with funders’ Open Access mandates
- promoting advocacy to raise awareness of the purpose and impact of Open Access publication, ensure individuals compliance with policies, and maximise deposit of research publications in Aston’s repository.

Responsibilities

General
- Maintain awareness of policy developments regarding Open Access at a national and international level, disseminate new knowledge and ideas to colleagues within LIS and make recommendations regarding implications and appropriate implementation at Aston. This will include participation in external professional groups and attending conferences and seminars,
- Maintain awareness of the Open Access requirements of funding bodies and ensure that these are communicated within Aston and incorporated in policies and procedures as appropriate.
- Ensure that LIS staff develop and maintain a good awareness of Open Access policies and procedures around repositories and publication, both locally and nationally.
- Promote advocacy for the issues around Open Access, including Repositories, Green and Gold routes and enhanced access to research outputs, through the networks of LIS staff, other Aston staff and communication media within the University. Provide training materials for dissemination in support of stakeholders.
- Liaise with and provide advice to stakeholders on copyright, deposit in repositories, publication processes and funder policies as they apply to Open Access.
- Take a leading role in planning for future developments in Aston’s systems, procedures and policies for managing Aston’s Research Archive and Open Access.
- To liaise with external projects and bodies e.g. Repositories Support Project and JISC, and to represent Aston in national projects and developments on Open Access and repositories.
- To undertake any other tasks appropriate to the grade of this post as may be designated by the Director from time to time.

Open Access Publishing
- Managing the OA publishing budget according to the policy and priorities developed for Aston, taking into account the requirements of our funders, who mandate for Open Access publication.
- Develop and promote procedures for making APC payments that will ensure best value for money, take advantage of publisher pricing arrangements and integrate effectively with researcher and Schools’ working practices.
- Promote and administer the Open Access publishing fund and work with Finance and other bodies as appropriate to administer payments.
- Develop procedures to monitor and record Aston’s expenditure on Open Access publishing both from the Open Access publishing budget and other sources. Report on expenditure as required to funders and within Aston. Make recommendations in regard to improvements in expenditure and management of the Open Access budget
- Ensure that Open Access publishing workflows are consistent with the repository workflows and essential information is captured effectively within research management system / repository.
Repository

- To develop and maintain expertise in the features of Aston’s research management system as they are used for Aston’s repository.
- To work with colleagues in the library, IT and Research Support to provide advice on continuing technical development of the publications element of the research management system and it’s interaction with other systems ensuring that it is effective as an internal tool and as an outward facing Repository, ensuring it interfaces with search engines and national services eg Ethos and is effective in supporting the needs of Aston, funders and external information networks.
- To provide training and advice to others within LIS and Aston as required on the use of Aston’s repository.
- To manage the repository on a day-to-day basis, by planning, establishing and documenting effective workflows for the acquisition and input of research outputs, and by ensuring metadata quality.
- Ensure that policies and procedures for the Repository are appropriate for current needs and consistent with university Open Access and external policies and with Gold Open Access procedures.
- Ensure that population of Aston’s Repository with research outputs is as comprehensive as possible whilst ensuring compliance with publisher and funder policies.
- To work with colleagues to ensure that Aston’s theses are included appropriately within Aston’s repository.
- To ensure that Aston’s repository has appropriate visibility within Aston’s pages and in external networks and search engines.
- To work on future developments in the scope of the repository such as research data.

Working Relations

- The post is part of the Information Resources Team and reports to the Director (Information Resources). The postholder will be one of eight professional staff in the team each of whom is responsible for a particular aspect of information resources work. They will work closely with the other Open Access and Research Repository Specialist and the Research Data Management Specialist and will liaise with other staff in the Library, Research and Knowledge Exchange and other administrative and academic staff across the university.

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
### Person specification

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<th>Education and qualifications</th>
<th>Method of assessment</th>
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<td>Good honours degree and a postgraduate qualification in librarianship/information studies or comparable profession. <strong>Or</strong> Good honours degree in another subject and Experience of working in support of Open Access or research administration.</td>
<td>Application form</td>
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<th>Experience</th>
<th>Method of assessment</th>
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<td>Experience of working in an academic library <strong>or</strong> Experience in an open access or research support role in different department or organisation. Experience of managing bibliographic data.</td>
<td>Application form, interview</td>
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<th>Aptitude and skills</th>
<th>Method of assessment</th>
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<td>Excellent verbal and written communication skills. Excellent organisational and planning skills. Well-developed ICT skills in both office and specialised systems. Customer-focused. Excellent interpersonal skills. Innovative and enthusiastic.</td>
<td>Application form, interview and test</td>
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<td>Essential</td>
<td>Method of assessment</td>
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| Team player, but able to work independently.  
Able to work with a diverse range of people.  
Flexible and adaptable. | |

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<td>Willingness to introduce new ways of working.</td>
<td>Interview</td>
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<th>Desirable</th>
<th>Method of assessment</th>
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<tr>
<td><strong>Education and qualifications</strong></td>
<td>Chartered librarian status or membership of other relevant professional body.</td>
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| **Experience** | Experience of working with open access for example publisher and funder copyright policies.  
Experience of managing a repository.  
Experience of working with publishers / agents. | Application form, interview |
Salary & benefits

This post is offered on a continuing basis. The appointment is Grade 8 and the salary range for this grade is £32,548 to £38,833 per annum.

Holiday entitlement

30 days per annum, in addition to 13 days public and university holidays.

Pension

Eligible staff are offered membership of the University Superannuation Scheme which is a hybrid pension arrangement. For further information please visit www.uss.co.uk/members/members-home.

Contribution pay

The University’s Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.

Relocation

Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

Visit our website: aston.ac.uk/hr for full details of our salary scales and the benefits Aston University staff enjoy.

How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

Closing date for applications 23.59 hours GMT on Friday 24 November 2017

Interview date To be confirmed

Please contact Heather Whitehouse, Director of Information Resources and Research Services, for an informal discussion about the role.
Tel: +44(0) 121 204 4493 Email: h.d.whitehouse@aston.ac.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Anne-Marie Lokwiya  Grace Ntamirira
HR Business Partner  Recruitment Administrator
+44 (0) 121 204 5385  +44 (0) 121 204 3323
a.lokwiya@aston.ac.uk  g.ntamirira@aston.ac.uk
### Outline terms and conditions of the appointment

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<td><strong>Qualifications</strong></td>
<td>Successful candidates will be required to produce evidence of their qualifications upon joining the University.</td>
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<td><strong>Medical clearance</strong></td>
<td>It is a condition of appointment that newly-appointed staff receive medical clearance from the University’s Health Centre.</td>
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<td><strong>Eligibility to work in the UK</strong></td>
<td>Candidates who are not citizens of the United Kingdom, or of another EEA member country, should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <a href="https://www.gov.uk/browse/visas-immigration/work-visas">https://www.gov.uk/browse/visas-immigration/work-visas</a>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.</td>
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<td><strong>Document checks</strong></td>
<td>As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the <a href="https://www.gov.uk/browse/visas-immigration/work-visas">UK Visas and Immigration website</a>.</td>
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<td><strong>Equal opportunities</strong></td>
<td>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level. The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual’s career at Aston. An Equal Opportunities Monitoring Form is included with the application form.</td>
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<td><strong>Data Protection Act 1998</strong></td>
<td>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</td>
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<tr>
<td><strong>Disclosure and Barring Service (DBS)</strong></td>
<td>Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.</td>
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Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).