



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0313-24**

**Grade: 09**

**Salary: £45,585 to £54,395 depending on experience**

**Contract Type: Permanent**

**Basis: Full Time (36.5 hours per week)**

## Job description

The Open Research Manager will lead and develop Aston's support for Open Research. Operating as part of Library and Information Services, the postholder will be responsible for leading and developing the University's support for open research and for ensuring open access compliance for the Research Excellence Framework (REF). The postholder will principally be responsible for managing Aston's research repositories, providing a scholarly publishing enquiry and advocacy service, and inputting into wider University open research developments. As a team leader, the postholder will be responsible for building capability and capacity within the library and leading and engaging the Library's Open Research team. In addition, the role will have high visibility and influence within the University's research ecosystem, as well as contributing to the wider strategic development of Library & Information Services, as a member of the Library's Leadership Team.

## Main duties and Responsibilities

### Service Delivery

- ▶ Provide expert advice and guidance to the Aston academic and professional support community in line with Open Research policies and best practice.
- ▶ Lead the development of Aston's repository systems for published outputs and research data, overseeing system developments and ensuring effective integration and workflows with university research systems and processes.
- ▶ Develop and maintain systems and processes for assessing open access compliance with REF, providing regular reports to research leaders as required.
- ▶ Develop and maintain an expert understanding of the research environment, and best practice.
- ▶ Contribute to developing and updating University policies relating to Open Research, including the Open Access Policy, Research Data Policy, and other relevant research policies.
- ▶ Manage budgets for Open Access publishing according to the policy and priorities developed for Aston and in line with funder requirements, producing financial and compliance reports as required.
- ▶ Collate and analyse data relating to scholarly publications and subscriptions producing financial and compliance reports as required.
- ▶ Manage the deposit and preservation of electronic theses in collaboration with the Graduate School
- ▶ Oversee the work of the Open Research team to develop, deliver and evaluate training on Open Research practices to a range of audiences ensuring alignment with appropriate researcher development frameworks.
- ▶ Manage a flexible enquiry and appointment service for researchers, working in collaboration with library colleagues to complement the first line and specialist service provision and ensure appropriate referral mechanisms are in place.
- ▶ Explore and develop additional services to adapt to the changing research landscape and the digital transformation agenda of the University.
- ▶ Contribute to the strategic development of library services in collaboration with library service leads and the library senior team.

## **Leadership and Management**

- ▶ Build capacity and capability of the Open Research team and manage and engage the team to develop the service and further build technical expertise.
- ▶ Develop and monitor service plans and priorities, set objectives and report on service standards and performance targets as required.
- ▶ Be an active member of the library's management team contributing to the annual planning and review of Library services, business continuity, and ongoing service development
- ▶ Initiate and lead on projects leading cross-library teams and implementing recommendations as appropriate.
- ▶ To undertake any other tasks as may be designated by the Director of Library Services.

## **Relationship management and communication**

- ▶ Build strong collaborative links with Research and Knowledge Exchange (RKE), researchers, research groups and colleagues across colleges and professional services. Supporting research to develop collaborative and complementary services for the research community.
- ▶ Represent the Library at meetings of the University Research Committee and research groups as appropriate, providing reports and collating feedback for library service development.
- ▶ Work with the Information Specialists to deliver advocacy and promotion of Open Research services to the Colleges.
- ▶ Develop and maintain an external network of colleagues and practitioners working in Open Research, adopting and contributing to best practice in the sector, and representing Aston in external forums as appropriate.

## **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

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>Education to degree level, or equivalent qualifications or experience.</p> <p>Postgraduate qualification in librarianship information studies or comparable profession or equivalent experience.</p>	Application form
<b>Experience</b>	<p>Experience of working in an academic library, information service or in research administration.</p> <p>Experience working with and engaging proactively with researchers and an understanding of the research lifecycle.</p> <p>Experience of working with open access repositories and research publication systems.</p> <p>Experience of management or staff supervision.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Demonstrable knowledge of scholarly communications.</p> <p>Demonstrable knowledge of Open Scholarship and the academic publishing process.</p> <p>Awareness of relevant legislation, standards and best practice in the provision of information resources.</p> <p>A user focused approach to the design and delivery of services and a commitment to continuous improvement.</p> <p>Highly collaborative with the ability to relate to a range of stakeholders with diverse backgrounds.</p> <p>Ability to motivate and generate enthusiasm in others.</p>	Application form and interview

	Essential	Method of assessment
	<p>Ability to work accurately with attention to detail.</p> <p>Highly organised with the ability to prioritise and schedule workloads in the face of conflicting demands.</p> <p>Excellent oral and written communication, presentation skills.</p> <p>Excellent interpersonal, teamwork, network and influencing skills.</p> <p>Excellent IT, information, and data handling skills Able to analyse data.</p> <p>Able to manage budgets.</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	Membership of a relevant professional body	Application form
<b>Experience</b>	<p>Experience of leading projects.</p> <p>Experience of managing budgets Experience of managing library systems.</p>	Application form and interview
<b>Aptitude and skills</b>	Data visualisation skills.	Application form



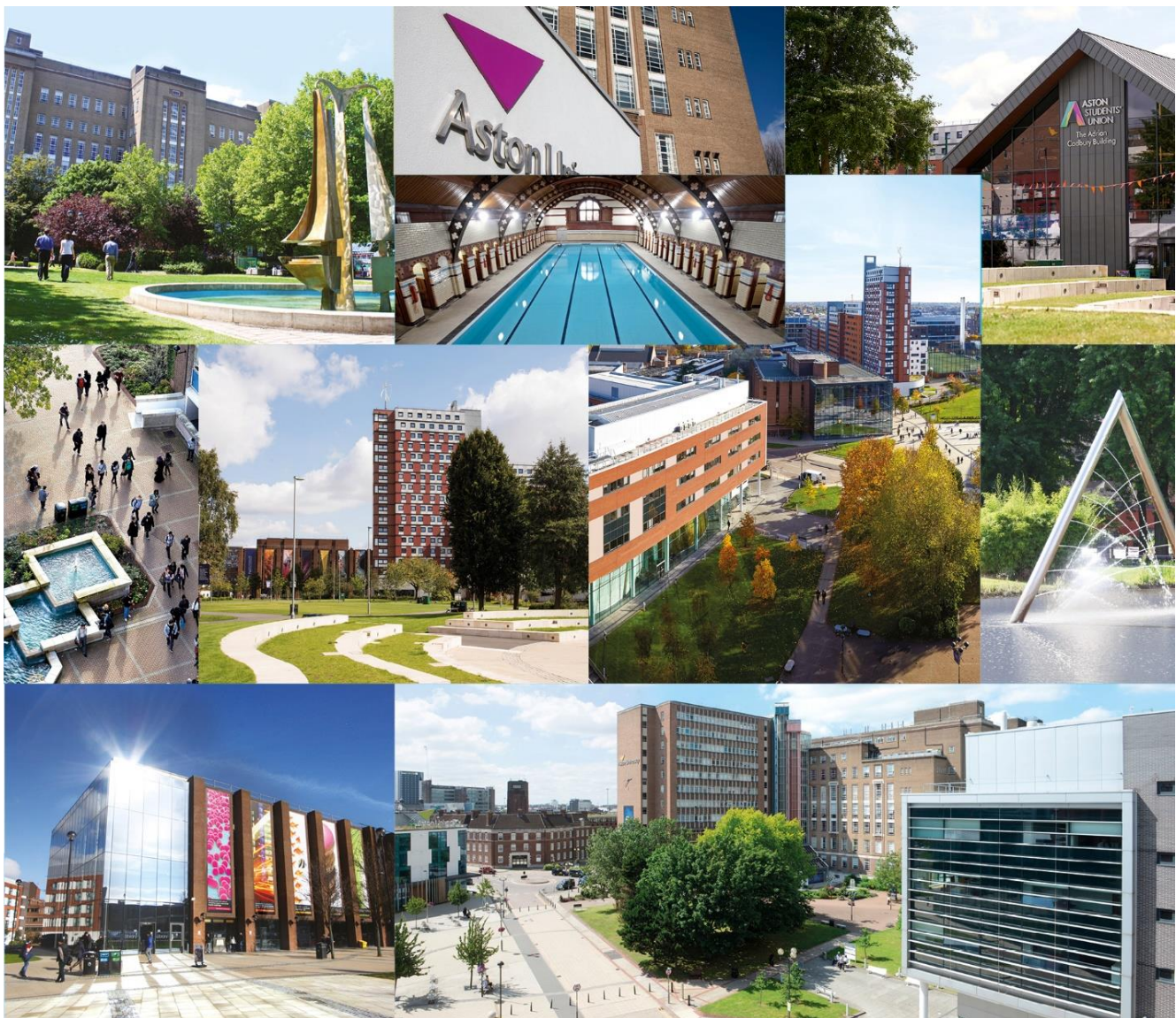
## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).



## Contact information

### Enquiries about the vacancy:

Name: Ann-Marie James

Job Title: Director of Library And Information Services

Email: [a.james3@aston.ac.uk](mailto:a.james3@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits  
Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):** If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

### **Before you start and Right to Work**

#### **90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

#### **Cost of Living - Estate and Letting Agents**

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

**Equal Opportunities:** 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 student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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