![Aston University Birmingham UK]

Open Research Specialist

OPPORTUNITY
Where change gets real.

Aston University

Reference: 0337-24

Grade: 8

Salary: £37,099 to £44,263 per annum, depending on experience

Contract Type: Fixed Term (up to 12 Months)

Basis: Full Time

Job description

Open Research is the practice of researching in such a way that others can collaborate and contribute throughout the research process with the goal of making the results Findable, Accessible, Interoperable and Reusable. You will work within Library Services as part of the Open Research Team responsible for supporting and promoting good open research practice at Aston University. This post will focus on growing Aston's Open Research offerings as well as facilitating the open access workflow for Aston University doctoral theses. Within LIS, you will work collaboratively with the other team members, offering mutual support in managing workload and developing proposals for service improvements and new initiatives. Our team also works closely with staff in Research and Knowledge Exchange and the Graduate School to support Open Research across the University.

Main duties and Responsibilities

Service Delivery

You will promote Open Research good practice through advocacy and practical support to members of the student and academic community through:

▶ Developing and maintaining expertise in the systems used to support Open Research at Aston, currently Pure and Eprints, and to ensure that record quality and metadata is of a very high standard.
▶ Work with colleagues in LIS and the Graduate School to ensure that Aston's theses are included appropriately within Aston's repository by planning, establishing and documenting effective workflows for the acquisition and input of research outputs, and by ensuring metadata quality.
▶ Providing expert advice, training, and support to stakeholders as they apply to Open Research.
▶ Supporting authors to engage with Aston's Read and Publish deals and UKRI Open Access Block Grant
▶ Participating in planning for future developments in Aston's approach to Open Research.
▶ Maintaining awareness of policy developments at a national and international level, disseminating new knowledge and ideas to colleagues within the Library and make recommendations regarding implications and appropriate implementation at Aston.
▶ Liaising with Information Specialists to advocate Open Research practices with academic staff and students.
▶ Participating in external professional groups and attending conferences and seminars.
▶ Provide cover for colleagues working on Open Access and Open Data as necessary either during absences or periods of high workload.
▶ Undertake any other tasks appropriate to the grade of this post as may be designated by the Research Services Lead.

Relationship management and communication

▶ Build strong collaborative links with researchers, research groups and colleagues across professional services supporting research, e.g., Research and Knowledge.
▶ Exchange and the Graduate School, to develop collaborative and complementary services for the Aston community.
▶ Represent the Library at meetings of research groups and committees as appropriate, providing reports and collating feedback for library service development.
▶ Work with the Information Services Team to deliver advocacy and promotion of library research services to the Colleges.
▶ Work collaboratively with colleagues in Library Services and Research and Knowledge Exchange on new developments and problem solving as required.
▶ Develop and maintain an external network with research support colleagues and practitioners, 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
Education and qualifications	Education to degree level, or equivalent qualifications or experience. Postgraduate qualification in librarianship information studies or comparable profession or equivalent experience.	Application form
Experience	Experience of working in an academic library, information service or in research administration. Experience of working with and engaging proactively with researchers and an understanding of the research lifecycle. Experience of working with open access or data repositories	Application form and interview
Aptitude and skills	Demonstrable knowledge of scholarly communications. Demonstrable knowledge of Open Access publishing. Awareness of the Higher Education environment, research policy and research evaluation practices. Ability to design and deliver training sessions and materials for a research audience. A user focused approach to the design and delivery of services and a commitment to continuous improvement. Highly collaborative with the ability to relate to a range of stakeholders with diverse backgrounds. Ability to motivate and generate enthusiasm in others. Ability to work accurately with attention to detail. Highly organised with the ability to prioritise and schedule workloads in the face of conflicting demands.	Application form and interview

	Essential	Method of assessment
	Excellent oral and written communication, presentation skills.	
	Excellent interpersonal, teamwork, network and influencing skills.	
	Excellent IT, information and data handling skills.	
	Commitment to Customer Service Excellence.	

|	Desirable	Method of assessment
Education and qualifications	Membership of CILIP, the Higher Education Academy or other relevant professional body.	Application form
Experience	Experience of leading projects.	Application form and interview
Ability to analyse data	Ability to analyse data.	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.
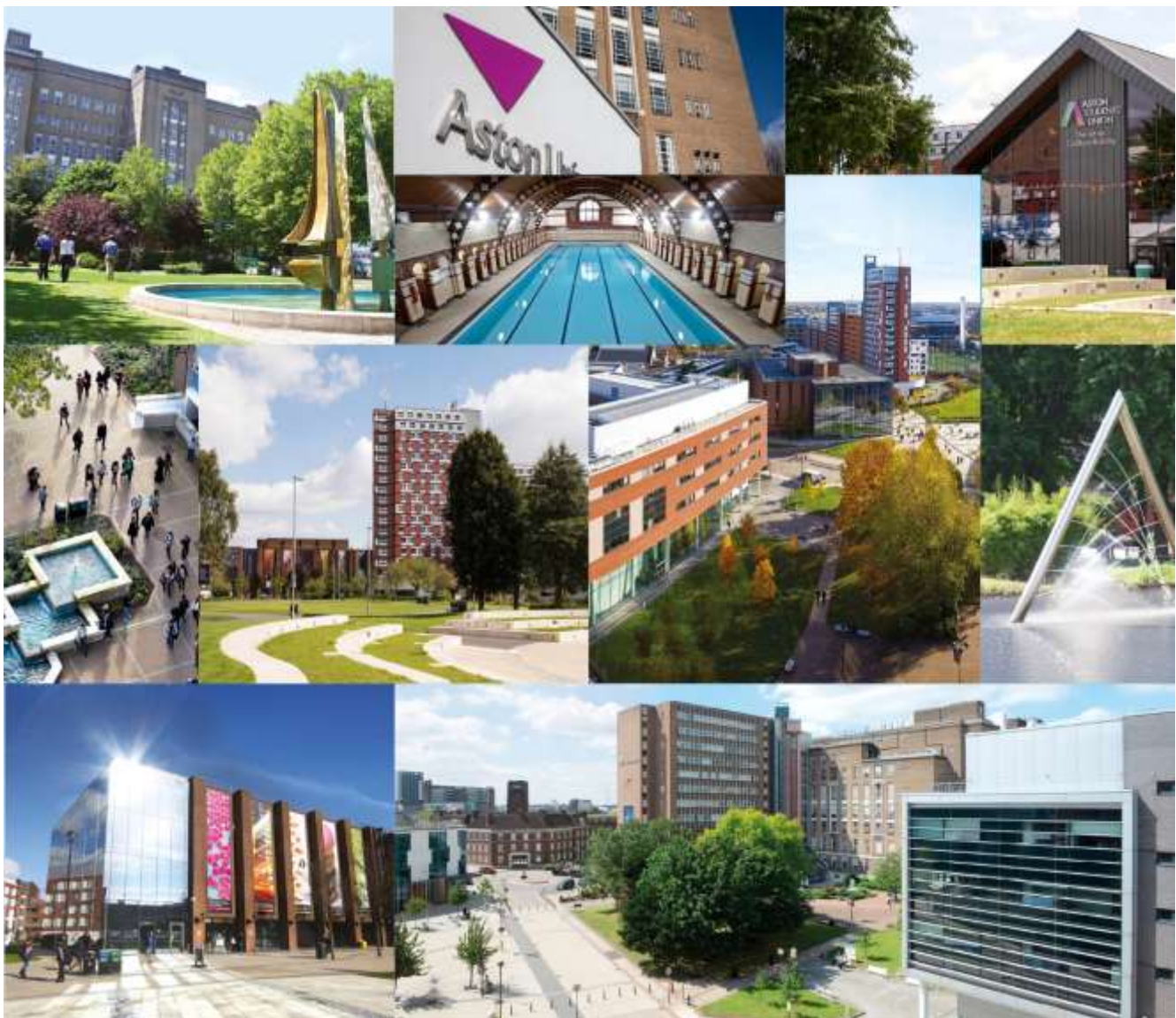
Contact information

Enquiries about the vacancy:

Name: Leigh Stork
Job Title: Research Services Lead
Email: l.stork@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via 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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