UNIVERSITY OF DERBY

JOB DESCRIPTION

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<tr>
<th>JOB TITLE</th>
<th>Repository and Open Access Librarian</th>
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<tr>
<td>DEPARTMENT</td>
<td>Library, Centre for Student Life</td>
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<tr>
<td>LOCATION</td>
<td>Kedleston Road Library, Kedleston Road, Derby DE22 1GB</td>
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<td>JOB NUMBER</td>
<td>0618-18</td>
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<td>SALARY</td>
<td>£26498 to £29131</td>
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<td>REPORTS TO</td>
<td>Library Resources Development and Delivery Manager</td>
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Role Summary

The University of Derby is seeking to recruit a dynamic, customer-service focused individual who has strong communication skills, interpersonal talents and a keen eye for detail to join our high performing Library team. You will be pro-active, confident and ready to make an instant impact by integrating across different teams and building positive relationships with our customers and colleagues.

The Repository and Open Access Librarian is an established post supporting the University’s growing research agenda. The post is based within the Library and wider Centre for Student Life, supporting academics and researchers across all Colleges and liaising with relevant teams and services including the University’s Research and Knowledge Exchange Office.

You will efficiently administer the day to day management of research submissions and outputs for UDORA, the University of Derby Online Research Archive, providing guidance and support for appropriate stakeholders including authors, researchers and academics engaging with Green and Gold Open Access (OA).

Job purpose

- To develop, manage and promote our UDORA Institutional Repository (IR), including liaison with software suppliers and internal IT Department on technical issues.
- Facilitate the submission and deposit of the University of Derby’s research outputs by appropriate stakeholders including authors, researchers and academics.
- Monitor and report deposits, downloads and other usage indicators to identify the impact and reach of the IR.
- Apply appropriate metadata standards on an ongoing basis to ensure the quality, consistency and discoverability of records contained in the IR.
- Monitor compliance with the University’s institutional OA policy.

The post will require working closely with the University of Derby’s growing research community, supporting scholarly publishing and research practices across Colleges and promoting and developing the Library’s UDORA and Green and Gold Open Access services.

Work Pattern 37 hours per week, Monday to Friday. Some evening/weekend duties are required.
## Principal Accountabilities

1. Day-to-day management and administration of UDORA to:
   - Facilitate the submission and deposit of the University of Derby’s research by appropriate stakeholders including authors, researchers and academics.
   - Monitor and report deposits, downloads and other usage indicators to identify repository impact and reach.
   - Apply appropriate metadata standards on an ongoing basis to ensure the quality, consistency and discoverability of records.
   - Respond to relevant enquiries.
   - Monitor and respond to requests for Gold OA Article Processing Charges (APC).
2. Provide training and guidance on UDORA and Open Access, including one to one and group training and guidance in person, via emails and telephone.
3. Engage with the University of Derby’s research community and external bodies and groups to promote and develop UDORA and Green and Gold OA.
4. Respond to enquiries concerning relevant copyright issues, including submissions, storing content, withdrawing content and advocacy in relation to UDORA.
5. Promote the University’s Research Data Management Policy and support good research data management by providing guidance on depositing content into repositories.
6. Liaise with the University’s IT Services (ITS) and external IR service supplier regarding technical developments to improve usability, systems integration, user experience and service delivery for UDORA.
7. Maintain awareness of and provide advice and guidance in relation to scholarly communication, repositories, Green and Gold Open Access publishing and Research Data Management.
8. Monitor compliance with the University’s OA policies for the REF, providing guidance for depositors in ensuring that submissions are compliant.
9. Provide advice and guidance for and represent the Library at relevant University groups and committees, including reporting, policy compliance, repository submissions and standards.

## General Duties

10. Carry out duties in a safe and proper manner to comply with responsibilities under the Health and Safety at Work Act and report to immediate supervisor any defective equipment or potential hazards on the premises.
11. Understand and comply with the University’s Equal Opportunities Policy and Data Protection Policy.
12. Undertake any other duties as reasonably be required by line manager.
13. Undertake a regular evening and weekend duty.
Person Specification

Essential Criteria

Qualifications

- Qualification in Library / Information work or related discipline.

Experience

- Experience of service delivery and compliancy monitoring and reporting.
- Experience and knowledge of Institutional Repository and E-Theses services, functions and responsibilities.

Skills, Knowledge and Abilities

- Knowledge of metadata standards and handling and inputting research data.
- Current knowledge of scholarly communications and Open Access publishing.
- Excellent interpersonal and communication skills.
- Excellent standard of Digital Literacy and Digital Skills.
- Ability to maintain and report detailed and accurate statistical information.
- Strong advocacy skills and ability to build positive relationships with colleagues and academic staff customers, external stakeholders.
- Excellent creative problem solving skills and ability to develop and apply innovative solutions.
- Ability to work to strict deadlines under pressure.
- Commitment to proactively developing UDORA and promoting Green and Gold Open Access.
- Ability to adapt to change.

Business Requirements

- Willingness and ability to work evening and weekend hours.
- Willingness and flexibility to work at other University sites (with prior notice).
- Willingness and ability to engage with professional networks and attend relevant meetings, national and regional courses.

Desirable

- Current knowledge of Research Data Management practices.
- Current knowledge of relevant copyright issues in relation to scholarly and Open Access publishing.
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<td>As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.</td>
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<td>For more information on the benefits of working at the University of Derby go to <a href="https://jobs.derby.ac.uk/display.aspx?id=1912&amp;pid=0&amp;tabId=230">https://jobs.derby.ac.uk/display.aspx?id=1912&amp;pid=0&amp;tabId=230</a>.</td>
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