**UNIVERSITY OF NOTTINGHAM**  
**RECRUITMENT ROLE PROFILE**

**Job Title:** Senior Research Librarian (Medicine and Health Sciences)  
**School/Department:** Libraries, Research and Learning Resources (LRLR) – Research and Learning Services  
**Job family & level:** Administrative, Professional & Managerial Level 5  
**Contract Status:** Permanent  
**Hours of Work:** Full-time (36.25 hours per week)  
**Location:** George Green Library  
**Reporting to:** Associate Director LRLR, Research and Learning Services

**Purpose of the Role:**  
The Research Support Team, within the Research and Learning Services section of LRLR, are a team of trusted expert research librarians, whose vision is to enable and enhance the research objectives of the University.

The team now has a vacancy for a Senior Research Librarian to lead on, and be accountable for, the delivery of specialist library services in support of research, principally within the Faculty of Medicine and Health Sciences, as well as the wider strategic development of research services across the University.

The post holder will be responsible for engaging with the Faculty at a strategic level, understanding their specific needs and delivering support services that are appropriate for their requirements. The post holder will be responsible for managing relationships with senior academics within the Faculty and representing LRLR at their Research Board meetings.

The Senior Research Librarian will also contribute towards the continued development of research support services, and be expected to lead on specific areas of development in support of the wider team objectives. This will include leading on identified strategic development projects, and supporting other project teams in order make a demonstrable contribution to the service development.

As part the Research Support Team, the role holder will provide effective and efficient services to individual researchers in support of the University’s research goals and ambitions, and work in collaboration with colleagues across LRLR, and in partnership with the University’s Research, Enterprise and Graduate Services (REGS) colleagues, plus other Professional Services departments.

The Senior Research Librarian will also be expected to contribute to wider departmental projects and objectives.
Main Responsibilities

**1 Delivery of specialist research support services**
The role holder will lead the development and delivery of the following specific, but not exclusive, activities and services:

**Repositories and Open Access**
- promote efficient workflows to support the increasing demands of open access policies from funder and institutional mandates and also the requirements of REF 2021
- with institutional stakeholders, other Senior Research Librarians and the Digital Library Support Team, provide direction on the use and development of research outputs and research repository systems to facilitate the capture of quality data, and deposits of full-text content at University of Nottingham
- understand and champion the needs of researchers in the development of the research repository services
- monitor and report on developments in scholarly communication, open access, institutional repositories and related legislative initiatives and, with other Senior Research Librarians, promote developments to Faculties and influence repository system developments
- develop and deliver training, awareness and advocacy to Faculties and Schools, tailored to meet strategic communication and engagement priorities as well as in response to needs identified by stakeholders

**Research Data Management**
- work with other colleagues such as the Senior Research Librarian (RDM), the Digital Research Team, and others to support the implementation of the RDM strategy across the University
- demonstrate an excellent understanding of researcher needs and funding body requirements
- develop and promote workflows that incorporate appropriate data management planning and provide training to Faculty staff and researchers

**Systematic Reviews**
- establish a suite of detailed online guidance and training resources, both written and visual, to direct students and researchers through to relevant materials on how to approach systematic literature searching
- develop and deliver a support service for Systematic Reviews across Faculties, in response to the demand for support of evidence-based systematic review projects, particularly in the Faculty of Medicine and Health Sciences, applying high-level information retrieval, management and analysis skills, ensuring researchers are enabled to develop efficient and effective search strategies and reference libraries to which critical analysis tools can then be applied

**Research collections strategy**
- with research-focused stakeholders within Faculties and Schools, at the level of Research Boards, Global Research Theme Leads, Research Priority Area Leads and the Beacons of Excellence, work with LRLR Content and Discovery to develop and deliver a more agile and targeted access to research materials, and continue to pursue national and regional initiatives to maximise the purchasing power of the Journal budget

Support the REF (or equivalent research assessment exercises)
- co-ordinate LRLR support to the University community in preparing for and gathering information in support of the REF (or equivalent research assessment exercises)

**Complex enquiries**
- Ensure appropriate and timely response to complex enquiries escalated through the Help & Enquiries route

**Line Management to Research Librarian**
- Provide line management to the Research Librarian, ensuring opportunities for professional and personal development are identified, and ensuring the allocation of tasks is balanced against and supports the broader objectives of the Research support Team

### 2 Build and manage relationships with the Faculty and Schools

20%

Act as library advocate and key liaison route between the Faculty and Schools and LRLR. Develop an understanding of Faculty and School cultures and ways of working so as to sympathetically establish and maintain proactive relationships, specifically:
- build and manage relationships with key stakeholders in Schools and the Faculty, including the Faculty PVCs, Directors of Research and Heads of School, and those Faculty and School representatives who are involved in Research Boards, or have roles as Global Research Theme Leads, Research Priority Area Leads or in the Beacons of Excellence.
- represent LRLR and contribute to School and Faculty committees and Boards, including Research Boards
- work closely with all other Sections within LRLR, namely Learning Technology, Manuscripts and Special Collections, Customer Services, Content and Discovery, and Strategy and Planning, and international campuses to ensure joined-up, relevant and timely Faculty communication

### 3 Strategic alignment and ongoing service development

10%

Identify and analyse University research strategy and initiatives, maintain awareness of research council and funder requirement, to work with LRLR colleagues to deliver alignment between LRLR services and University priorities. Establish and maintain ways of working to deliver strategic alignment and value for money service development, specifically:
- work with the research community to identify, define and analyse opportunities for library service enhancements and contribute to prioritisation within LRLR
- be proactive in identifying and sharing intelligence on international campus opportunities and challenges
- support the work of the LRLR Strategy and Planning Section in gathering feedback from researcher stakeholders to inform service quality management and appropriate service levels
- support the work of the Content and Discovery Section to ensure collections are aligned to research priorities and that collections initiatives balance value for money with these priorities
- support the work of the Customer Services Sections to ensure that services balance value for money with the expectations of researchers
- support the work of the Strategy and Planning Section, so that library building projects are informed by research stakeholder needs

### 4 Project and Programme Management

10-20%

Proactively work with LRLR Senior Management Team, to agree the scope and shape of strategic development projects and programmes. Provide project leadership and programme management including management of project team members and the initiation, co-ordination and activity management to successful delivery. Tasks will include the following:
• facilitating agreement with senior management of project scope, goals, deliverables and success criteria
• compiling the business case and securing funding
• design, planning, and delivering the programme/projects, including the portfolio of projects, the programme plans, the programme governance framework, and resource and quality management, employing appropriate methodologies (e.g. MSP) and project tools (e.g. MS project, Sharepoint)
• co-ordinating the activity of internal and external project/work stream leads
• management of the programme and programme team/s; including creating and maintaining momentum and proactively monitoring progress, and identifying and negotiating use of internal resources and recruiting external resources
• line management of external contract resources as required
• monitoring, reporting and benefits management
• Initiation and management of project/programme meetings
• Development of milestone and operational project plans for team and project board/stakeholders
• Identification of project risks/issues and the creation of appropriate mitigation plans and/or escalation actions
• Management of the budgets to agreed tolerances

5 Working across Department
To contribute to the development of Research and Learning Services and LRLR strategy, communication and engagement:
• to actively participate in the Research and Learning Services Section team in order to facilitate management of, and communication within, the Section
• to liaise with colleagues throughout LRLR, to maintain awareness of potential developments
• to liaise with colleagues at the international campuses, to share information about and maintain awareness of potential developments
• to propose, manage and/or participate in LRLR projects to enhance the service
• to network with colleagues in other HE or external organisations to explore engagement opportunities in order to generate mutually supportive partnerships
• to present written or oral reports on projects and initiatives
• to represent the Team/Section on LRLR/University working/collaborative groups and at national conferences, committees, etc.
• to seek internal and external funding sources for development and innovation

8 Other
To actively keep up to date and pursue a programme of personal development, including the development of specialist skills where required. Any other duties appropriate to the level and role.

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<th>Knowledge, Skills, Qualifications &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Qualifications/Education</td>
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<tr>
<td>• Degree (preferably in a relevant subject) or substantial relevant experience</td>
<td>• Formal qualification in project management (PRINCE 2, APM etc.) or equivalent</td>
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<tr>
<td>• CILIP-accredited qualification in Librarianship or Information Management or PhD, or</td>
<td>• Qualification in programme management (MSP or equivalent)</td>
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<tr>
<td>Knowledge/ Skills/ Training</td>
<td>Experience</td>
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<td>• Knowledge and understanding of research library services within a large research-led university</td>
<td>• Demonstrable experience of delivering library services within the subject field(s) of the Faculty (or Faculties)</td>
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<td>• Building effective relationships with researchers in Higher Education</td>
<td>• Demonstrable experience of working with academics in HE to promote and support library services</td>
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<td>• Knowledge of scholarly communication practice</td>
<td>• Experience of planning and delivering support services</td>
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<td>• Knowledge of research methods, lifecycles and practices</td>
<td>• Demonstrable/proven project management skills</td>
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<td>• Knowledge of citation analysis and bibliometrics</td>
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<td>• High levels of digital literacy</td>
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<td>• Highly developed knowledge of information resources and expertise in information retrieval across a range of search languages and subject databases</td>
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<td>• In-depth understanding of the use of, and requirements for, information resources by researchers</td>
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<td>• Ability to work in a team environment, supporting colleagues and sharing expertise</td>
<td>• Demonstrable ability to identify new opportunities and creative solutions</td>
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<td>• Ability to work to deadlines and deal with unforeseen issues and changing circumstances</td>
<td>• Demonstrable commitment to the promotion of library services in HE</td>
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<td>• Organisational, planning, prioritisation and project management skills</td>
<td>• Awareness of teaching methods employed within HE</td>
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<td>• Ability to contribute to strategic planning</td>
<td>• Awareness of the research lifecycle in HE</td>
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<td>• Proven excellent communication and interpersonal skills, with demonstrable evidence of successful negotiating and influencing skills in interactions with stakeholders at all levels of the organisation</td>
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<td>• Excellent communication, training and presentation skills</td>
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<td>• Proven line management, leadership and motivational skills</td>
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<td>• Knowledge and awareness of recent developments in the field of Higher Education</td>
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<td>• Working with research stakeholders in HE to develop library services and support in line with their needs</td>
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• Experience of working with colleagues from a range of professional backgrounds, including IT specialists
• Experience influencing and negotiation
• Experience of working across organisational boundaries

| Other | Experience of leading/motivating project teams
|       | Experience of project recovery – i.e. ability to analyse, trouble-shoot, and problem-solve

| Other  | Critical thinking and problem solving skills
|       | Enthusiastic and proactive ‘can do’ approach
|       | Team player and willingness to be flexible and adaptable, to both audience and priorities
|       | Ability to prioritise work under pressure
|       | Ability to work on own initiative
|       | Customer focused

**Additional Information**

The role will have a significant relationship responsibility, working with senior representatives in the Faculty in order to deliver alignment with research aims and initiatives. The Senior Research Librarian will make a significant input to the strategic direction of LRLR, which is increasingly being determined at University-wide and Faculty level. The Senior Research Librarian will be a member of the Research and Learning Services Section and will work closely with functional specialist teams (within and outside LRLR) supporting research. In addition, the role holder will work closely with all other Sections within LRLR, namely Learning Technology, Manuscripts and Special Collections, Customer Services, Content and Discovery and Strategy and Planning.