



<b>Job title</b>	Research Librarian	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	Libraries	<b>Location</b>	University Park Campus

## Purpose of role

The purpose of the role is to provide library support to researchers and post-graduate research students through the research lifecycle focusing on: open access, research data management, contributing to the open access and research enquiry service, developing and delivering information skills training and providing policy guidance for researchers and academics in relation to scholarly communication. The role holder will be part of a team, working with peers to deliver the service. The role will involve engaging with researchers at all levels to understand and support their research needs, responding to complex queries, providing one-to-one advice and support and keeping guidance documentation up to date. In addition, the role holder will be expected to liaise with colleagues across the Library and other Professional Services, such as Research & Innovation and the Researcher Academy.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Open Access support</b> <ul style="list-style-type: none"> <li>▪ Provide up to date advice and support to researchers through the open access enquiry service</li> <li>▪ Promote efficient workflows to support compliance with open access policies, REF, copyright, funder and institutional mandates, and also the requirements of the new UKRI OA policy</li> <li>▪ Provide support on the use of research repositories</li> <li>▪ Monitor and report on developments in scholarly communication, open research and institutional repositories</li> </ul>	30%
2	<b>Research Data Management support</b> <ul style="list-style-type: none"> <li>• Respond to general data management queries</li> <li>• Provide support for data management planning in collaboration with other team members</li> </ul>	20%
3	<b>Research support enquiries</b> <ul style="list-style-type: none"> <li>▪ Provide up to date advice and support in response to general research enquiries including: systematic reviews, literature reviews and reference management software</li> </ul>	20%



	<ul style="list-style-type: none"><li>Support best practice and provide guidance to researchers and academics in the responsible use of publication indicators</li></ul>	
4	<b>Training and engagement activities</b> <ul style="list-style-type: none"><li>Develop and deliver targeted information-related training to PGRs and early career researchers</li><li>Support the Research Support Team in delivering engagement activities for researchers</li><li>Develop research support webpages outlining library services and ensure accurate information is aligned with related UoN webpages</li></ul>	10%
3	<b>Communication and relationship building</b> <ul style="list-style-type: none"><li>Liaise with colleagues throughout Libraries, and other Professional Services to maintain awareness and keep up to date with the changing external landscape</li><li>Propose, manage and/or participate in wider Library projects</li></ul>	10%
	<b>Other</b> <ul style="list-style-type: none"><li>Actively keep up to date and pursue a programme of personal development, including the development of specialist skills where required</li><li>Network with colleagues in other HE or external organisations</li><li>Any other duties appropriate to the level and role, which might include line management</li></ul>	10%



## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to work in a team environment, supporting colleagues and sharing expertise</li> <li>▪ Ability to work to deadlines and deal with unforeseen issues and changing circumstances</li> <li>▪ Strong service commitment</li> <li>▪ Ability to present complex concepts in a clear manner</li> <li>▪ Excellent IT skills</li> <li>▪ Critical thinking and problem solving skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to contribute to strategic planning</li> <li>▪ Project management skills</li> <li>▪ Experience of supervising or managing staff</li> <li>▪ Experience of using MS Office or O365 applications</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of the research lifecycle and potential of the library to provide support</li> <li>▪ Understanding of the information needs of researchers</li> <li>▪ Demonstrable experience of working with researchers or students to promote and support at least one of the following: open access, open data or information skills development</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and awareness of recent developments in Higher Education</li> <li>• Knowledge of research collaboration tools and/or research repository systems</li> <li>• Ability to identify new opportunities and creative solutions</li> <li>• Experience of working across organisational boundaries</li> <li>• Experience of working with others to deliver enquiry services</li> <li>• Experience of delivering information skills training</li> </ul>
<b>Qualifications, certification and training</b>	<ul style="list-style-type: none"> <li>▪ First degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Postgraduate qualification</li> <li>▪ Library/information qualification or experience of working in a library or information/data role</li> </ul>



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others

