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

Purpose of role

As Research Librarian you will use your expertise to deliver library services to researchers through the research lifecycle covering: open access to research publications; research data management; and guidance on open research.

You will contribute to the research support and open access enquiry and advisory services delivered collaboratively by the team, with your role focusing on 2 key service areas. You will have responsibility for developing and delivering inclusive training, contributing to advocacy and engagement activities with researchers across the University. In addition, you will work with colleagues across UoN Libraries, Faculties and Professional Services, especially our Research & Innovation department.

We welcome people from different cultures, ethnicities and beliefs and are currently working towards increasing the diversity of our department. Our city is known and loved for its diversity and we would particularly encourage applications from those who are currently underrepresented in Libraries, such as racially minoritised people, to better reflect the diverse community we serve.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Open access service** You will: • Share responsibility for managing day-to-day delivery of service, contributing to continuous development of processes, procedures and documentation • Contribute to, coordinate and develop shared open access processes with partner teams within and beyond UoN Libraries. • Answer enquiries from researchers on open access, including compliance with policies and institutional mandates. • Provide support and training on how to make research outputs available via our institutional repository. • Manage and develop workflows associated with applications for open access funding and open access via publisher agreements. • Contribute to the review of open access policy and deals and their implementation into workflows.	30%

	• Monitor and communicate on developments in open access to research publications, advocating for good practice.	
2	**Research Data service** You will: ▪ Share responsibility for managing day-to-day delivery of service, contributing to continuous development of processes, procedures and documentation ▪ Provide up-to-date advice and support to researchers in response to data management enquiries. ▪ Review data management plans for grant applications and research projects, supporting compliance with the requirements of research funding bodies. ▪ Support researchers in making research datasets available via the Nottingham data repository. ▪ Monitor and communicate policies and developments in research data management, advocating for good practice. ▪ Contribute towards delivering the SafePod service, which may involve taking on SafePod Co-ordinator duties.	30%
3	**Training and engagement activities** You will: ▪ Develop, deliver and co-ordinate inclusive training opportunities to support the research community. ▪ Promote UoN Libraries' research services, collaborating with colleagues to deliver engagement activities. ▪ Develop and keep up-to-date online support e.g. our library research support webpages.	10%
4	**General library research support** You will: • Provide advice in response to enquiries relating to other areas of library research support. • Maintain awareness of developments in scholarly communications and open research, advocating for good practice.	10%
5	**Communication and relationship building** You will: • Contribute to team meetings and communication to ensure good information flows. • Build and maintain positive relationships with colleagues in UoN Libraries, Faculties, Professional Services, and external organisations. • Propose, manage and participate in library projects, initiatives and working groups.	10%
6	**Wider contribution and development** You will: • Contribute to the line management of team members as required.	10%

	• Pursue personal development to build specialist, technical, professional capability, and expertise. • Keep up to date with sector developments and learning opportunities, contributing to horizon scanning and policy implementation. • Represent the University and UoN Libraries at external meetings, contributing towards service development and building networks.	
6	**Any other duties appropriate to the level and role**	

Person specification

	Essential	**Desirable**
Skills	▪ Client-focused ▪ Ability to work in a team environment, supporting colleagues and sharing expertise ▪ Ability to work to deadlines and deal with unforeseen issues and changing circumstances ▪ Organisational, planning and prioritisation skills ▪ Ability to present complex concepts in a clear manner ▪ Critical thinking and problem-solving skills ▪ Excellent Customer service skills	• Ability to contribute to strategic planning • Project management skills
Knowledge and experience	▪ Knowledge of the research lifecycle and potential of the library to provide support ▪ Knowledge of the information needs of researchers ▪ Knowledge and awareness of recent developments in open access to publications and open data ▪ Experience of working with researchers to promote and support open access to publications and/or open data ▪ Experience of working across organisational boundaries ▪ Knowledge of Microsoft Office suite of tools or equivalent	• Experience of delivering information skills training

Qualifications, certification and training	• Degree qualification or substantial work experience in support of research	
Statutory, legal or special requirements		• If SafePod Coordinator duties are taken on a DBS check would be required.

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

Line manager

Role holder

Key stakeholder relationships

	Senior Research Librarian	
	Research Librarian	
Research & Innovation	Researcher community	Libraries colleagues