



Job title	Research Librarian	Job family and level	APM 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 throughout 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 advisory services delivered collaboratively by the team, with your role focusing on two 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 Black, Asian and Minority Ethnic backgrounds to better reflect the diverse community we serve.

	Main responsibilities	% 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 • Provide clear advice to researchers on open access publishing routes, funder mandates, and REF open access requirements. • Support researchers in making their research outputs available via the institutional repository	30%

Role Profile Form

	• Apply the University's updated Open Access Publications Policy with Rights Retention by contributing to its ongoing development of underpinning procedures, documentation, and guidance. • Contribute to the review of new and existing open access publishing agreements. Maintain accurate, accessible guidance materials and web content to keep researchers up to date.	
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.	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. learning resources, Sharepoint and 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 and section meetings to ensure good information flows. • Build and maintain positive relationships with colleagues in UoN Libraries, Faculties, Professional Services, and external organisations.	10%

Role Profile Form

	Propose, manage and participate in library projects, initiatives, and working groups.	
6	Wider contribution and development You will: - 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. - Any other duties appropriate to the level and role.	10%

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 • Ability to present complex concepts in a clear manner • Organisational, planning and prioritisation skills • Critical thinking and problem-solving skills	• Ability to contribute to strategic planning • Project management skills
Knowledge and experience	• Experience of working with researchers to promote and support open access to publications and/or open data and the systems which facilitate this • Knowledge of the research lifecycle and potential of the library to provide support • Knowledge and awareness of recent developments in open access to publications and open data • Knowledge of the information needs of researchers • 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 (relevant to role)	• Degree qualification or substantial work experience in support of research	



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 friendly, engaging, and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity and Inclusion and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

