



JOB DESCRIPTION

Job Title:	Senior Information Assistant (Research Support)
Department / Unit:	Research Support Team, Library Services
Job type	Full time
Grade:	5
Accountable to:	Head of Library Research Support
Accountable for:	Not applicable
Purpose of the Post	
<p>Working as part of the Library Research Support team, this role is key to managing the records and files of University research publications, including journal articles and books, with a central focus on support of the collection and management of information and files relating to the University's submission for the forthcoming Research Excellence Framework (REF). The REF is the UK government's system for assessing the quality of research in Higher Education. The role is responsible for making research publications Open Access, which is an international initiative that seeks to make research publications open for anyone to read. OA is now a key requirement for many research funders and this post directly supports meeting the compliance requirements for research funders.</p> <p>The post holder will be responsible for delivering the daily checking service and communicating with academics, researchers and postgraduate research students to ensure that information is correct and files are added in a timely fashion to meet the requirements of the REF.</p>	
Key Tasks	
<p><u>Support for the collection and management of bibliographic information and files for REF Submission</u></p> <ol style="list-style-type: none"> 1. Work with the Head of Library Research Support to support researchers and academic departments in uploading bibliographic information and documents relating to research publications into the research information system. 2. Input and validate information in the research information system and respond to any subsequent queries. This will involve close liaison with researchers and academic departments. 3. Undertake follow up activities relating to the collection, management and quality assurance of records. This will involve close liaison with related stake-holders, including the Head of Library Research Support. 	

4. Manage the daily checking processes to ensure checking is completed in a timely and efficient manner.
5. Record key information about publications within the research information system and other systems used to record and track research outputs.
6. Check publisher OA policies using a national tool and publishers' websites and communicate with publishers to seek initial clarification of policy where required.
7. Check compliance with Open Access requirements relating to the REF.
8. Carry out detailed checking and enhancement of records to meet the REF requirements.
9. Check compliance with any citation requirements relating to the REF.
10. Keep up to date with operational REF developments, engaging with expert staff at Royal Holloway and attending workshops as necessary.

Support for the collection and management of bibliographic information and files relating to funder's OA policies including UKRI (United Kingdom Research and Innovation)

1. Perform bibliographic information and OA checking to support compliance with funder OA policies.
2. Work with the Head of Library Research Support to support and monitor compliance with funder OA policies.

Support for the improvement of data quality of records in the University's research information system

1. Perform checks and data quality enhancement of records in support of University and team projects and other initiatives.

Support for making University research outputs OA

1. Make University PhD theses available via the research information system as part of the regular submission processes in conjunction with the Doctoral School.

General

1. To provide support and assistance to the Library's Research Support team in the delivery of their work.
2. Participate in Library and University project work and activities, as required, to meet the University's strategic aims and goals.

Other Duties

Any other duties as required by the line manager or Head of Department, that are commensurate with the grade. As the needs of the University change so the above job profile, duties and location of the role within the Service of the University will be adjusted accordingly.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Academic researchers, postgraduate research students and research administrators in academic departments.

December 2023

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: Senior Information Assistant
(Research Support)**

Department: Library Services

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
A good general education to at least A level standard or equivalent	X		Form
Recognised professional qualification in librarianship or information science, and/or relevant work experience in a library, information or research service.		X	Form
Skills and Abilities			
High degree of confidence with standard IT applications and web-based systems.	X		Form/ test
Ability to carry out data input, editing, and/or checking with high degree of accuracy and attention to detail, maintaining consistency over time, with a meticulous approach to documentation and record keeping.	X		Form/interview/test
Ability to work well in a team environment and with colleagues from a range of different professional and cultural backgrounds.	X		Form / interview
Able to work to deadlines and effectively manage and prioritise own workload whilst understanding when to refer to line manager about more complex enquiries / situations.	X		Form / interview
Ability to read and understand detailed documentation, such as publisher copyright policies.	X		Form / interview

Able to communicate effectively with staff and users, in person and in writing.	X		Form /interview / test
Ability and willingness to learn new knowledge and skills.	X		Form / interview
Experience			
Experience of working in a research or library environment, higher education or educational publishing		X	Form/interview
Familiarity with copyright and licensing issues surrounding academic publishing and Open Access.		X	Form/interview
Knowledge of current developments in academic publishing, particularly relating to Open Access.		X	Form/interview
Practical experience of creating, editing and quality checking information records in a research information system, library catalogue system or similar system.		X	Form/interview
Experience of using a broad range of publication discovery services, including publication information databases and library catalogue systems, search engines and specialised research publication search services.		X	Form/interview