School/Service	Library and Learning Services
Section	Digital Learning and Research Services
Post Designation	Open Research Advisor
Grade	6
Post to which directly responsible	Open Research Services Manager
Posts for which directly responsible	None

Purpose of Job

To work with colleagues across the University to provide training and development, support and guidance for researchers e.g. making research outputs available in an Open Access environment, using Library research platforms and tools, and to inform policy and services development.

To provide expert advice and guidance on scholarly publishing, research technologies and open research practice.

To provide training in the areas of specialism related to the post, for relevant University colleagues.

To actively support the University's growing research community and environment.

Responsibilities

1. To develop and maintain sustainable workflows to support Open Access publishing of research outputs.
2. To provide advice and guidance to University colleagues to support compliance with the requirements of funding bodies and in support of the University's submissions to the Research Excellence Framework.
3. To monitor and ensure our services respond to developments in scholarly communications, including traditional and emerging publishing models, Open Access publishing, institutional repositories and related technologies, and to provide updates on these to relevant University stakeholders, as required.
4. To work with University colleagues to manage publications, profile records and content through the Current Research Information System and the University Repositories, ensuring that they are accessible and discoverable.
5. To liaise with Research and Knowledge Exchange Services, research administrators, and other stakeholders across a range of research functions, to provide complementary services in support of University research activities, and to advocate for Open Research.
6. To support the work of the Research Data Management Advisor and the Open Research team, including to develop research data requirements and workflows, and to advocate for FAIR data.
7. To work independently and collaboratively with colleagues across the University to develop and deliver training and guidance for researchers and other stakeholders on specialist areas including Open Access publishing, use of relevant technologies, copyright and intellectual property rights, research metrics, research visibility, systematic and literature reviews, and referencing and citation management.
8. To liaise with suppliers and researchers to identify, advocate for, and develop new functionality and capabilities in line with the current and future research needs of the University community.
9. To support the Open Research Services Manager by writing and presenting research reports, project documentation, and service proposals for a mixed academic, research and service audience, representing the service at University meetings and committees.
10. To analyse, interpret and present service data and information for a range of audiences, to comply with service standards, and target training and service development.
11. To mentor, supervise and train any team colleagues assigned on a temporary or permanent basis and act as a senior point of contact within the team.
12. To participate in relevant personal development activities to gain new skills and competencies to meet evolving service needs. To keep up to date with professional developments in education, research and any relevant technologies.
13. To manage projects, and lead and participate in project groups, as required.

14. To represent Library and Learning Services in a positive and professional way, participating in library and university activities such as clearing, open days, welcome, graduation and other relevant events.
15. To comply with all legislative requirements including web accessibility, data protection, copyright, intellectual property, licensing and related University regulations and procedures.
16. Any other duties commensurate with the grade as requested by senior managers.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.

Safety, Health and Wellbeing

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Physical Conditions

The postholder will work on a hybrid basis, with home working and on campus working (City Campus and Headingley Campus).

Appointment is to Library and Learning Services and the postholder will be expected to work flexibly across services and working locations as appropriate.

Relationships

The postholder will work closely with colleagues and managers across the service and will work with and support the academic, administrative, technical, and managerial staff of the University. They will work externally within defined networks, funding bodies and organisations.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors) and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 6 (£). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Annual leave entitlement is 38 days.
Hours of work per week = 37.

Probationary Period

Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

Pre employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Closing Date

xxx (midnight)

Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxxx on either 0113 812xxxx or xxxxxxx@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Leeds Beckett University – Employee Specification   Ref:

Post Title	Open Research Advisor	Grade 6

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/Other)
1. A degree; a CILIP accredited qualification in librarianship or information management, or substantial relevant professional experience in research support.	✓	Application
2. Experience in using, supporting and enhancing research platforms e.g. repositories, research management systems, and their data	✓	Application/ Interview/Other
3. Excellent understanding of developments in research support and scholarly communications, including Open Access publishing, relevant funder policies and sector requirements.	✓	Application/ Interview/Other
4. Experience of designing and delivering face to face and digital development and presentations to a range of audiences, and evidence of the ability to create complementary training materials	✓	Application/ Interview/Other

Performance Attributes Please note that all the following criteria are **essential**.	Method of Assessment (Application/ Interview/Test/Other)
PLANNING & ORGANISATION 5. Ability to organise and reprioritise own workload, meet individual and team deadlines, negotiate, and demonstrate flexibility where required	Application/ Interview
SERVICE DELIVERY 6. Commitment to a continuous improvement approach to all aspects of a service including technology, process workflows, and stakeholder relationships	Application/ Interview/Other
TEAMWORK 7. Ability to work flexibly and collaboratively in a multi-disciplinary team 8. A proactive approach to working in partnership with a range of colleagues in support of delivering a high-quality service.	Application/ Interview/Other
COMMUNICATION 9. Excellent interpersonal, communication and influencing skills to build effective working relationships with staff and stakeholders, and to explain and promote services clearly and persuasively.	Application/ Interview/Other
LEARNING & DEVELOPMENT 10. Evidence of an aptitude for training and mentoring colleagues, of commitment to enhancing own skills and keeping up to date with sector developments	Application/ Interview/Other

Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Further details are available on our website.