

Leeds Beckett University – Job Description

Ref:

School/Service	Library and Learning Services
Section	Digital Learning and Research Services
Post Designation	Open Research Services Manager
Grade	7
Post to which directly responsible	Head of Digital Learning and Research Services
Posts for which directly responsible	Open Research Advisor, Research Data Management Advisor, Open Research Officers
Purpose of Job	
<p>To lead and manage a team of colleagues supporting Library research services; lead the development and delivery of Library research services, providing a range of services, technologies, policies and a development programme that support colleagues / researchers and research activities.</p> <p>To work with the Head of Digital Learning and Research Services to position the Library as a key partner in supporting research and provide expert advice and guidance on scholarly publishing, research data management, referencing and citation management, systematic literature reviews, research technologies and open research practices.</p> <p>To lead work to meet the rapidly developing and increasingly complex needs of researchers operating in a digital research and scholarship environment, in support of the University's research goals and metrics.</p>	
Responsibilities	
<ol style="list-style-type: none"> 1. Line management responsibility for a team of colleagues including recruitment, inductions, communication, managing performance, professional development and attendance. 2. To lead the team in ensuring users are supported / trained in their use of Library research services. 3. To work with the Head of Digital Learning and Research Services to articulate, develop, plan and enhance Library research services, and oversee an interconnected research environment for people, processes, workflows, policies, technology and data. 4. To lead and contribute to project and research services improvement groups and take a strategic lead in a major area of the team's activity, in agreement with the Head of Digital Learning and Research Services. 5. To project manage Library research services developments, including the evaluation and enhancement of platforms and service feedback, working with university stakeholders. 6. To maintain a culture of continuous service improvement in the Open Research team, using digital platforms to automate, optimise, support and deliver research services, and manage ongoing change 7. To build productive relationships with stakeholders and service delivery partners to: identify opportunities, manage Key Performance Indicators 8. To lead the team in the development and delivery of research data management services, driving a university approach to Research Data Management. 9. To provide oversight of Open Access publishing and the repositories, including formulation of policies, procedures, and best practices for managing scholarly outputs. 10. To lead development and delivery of advice, training and guidance to: enhance researchers' capabilities; ensure University compliance with funding body requirements; support University submissions to the Research Excellence Framework 11. To work with Library colleagues to maximise the Information Resources budget to support new models of Open Access publishing, biblio-diversity and core open scholarly infrastructures. 12. To work with colleagues to enhance Library research services' data environment and workflows, aligning with university data approaches and tools. Ensure data are prioritised, analysed and visualised to produce automated insights into research services 13. 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. 	

14. To arrange and participate in relevant colleague and team development activities, to develop new skills and competencies to meet the changing needs of the service; mentor and coach colleagues as needed.
15. To ensure compliance with legislative and policy requirements including web accessibility, data protection, copyright, intellectual property, licensing and related University regulations
16. To occasionally lead / attend meetings on behalf of the Head of Service, and take on any other duties commensurate with the grade.

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 7 (£). 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.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

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.

Post Title	Open Research Services Manager	Grade 7
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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 and a minimum of 3 years' experience working in an academic and research setting, for example research funding agencies, research administration or library research services	✓	Application
2. Evidence of an excellent understanding of the research life cycle and expertise in Open Research, research data management, the FAIR principles, the use of bibliometric software and the Scholarly Communications ecosystem.	✓	Application/ Interview/Other
3. Evidence of management, organisational, planning and problem-solving skills.	✓	Application/ Interview/Other
4. Evidence of excellent understanding of research evaluation, and of the responsible use of metrics at individual researcher, institutional and disciplinary levels.	✓	Application/ Interview/Other

Performance Attributes	Method of Assessment (Application/ Interview/Test/Other)
Please note that all the following criteria are essential .	
SERVICE DELIVERY 5. Committed to delivering a high-quality research service through a culture of continuous quality improvement and an understanding of changing customer needs and expectations.	Application/ Interview/Other
SERVICE DELIVERY 6. Demonstrates flexibility and a positive approach to recognising the need for change and making it happen and supporting colleagues in adapting to change.	Application/ Interview/Other
TEAMWORK 7. Demonstrates excellent interpersonal, communication and influencing skills to forge effective working relationships and inspire confidence in others; develops effective working relationships with colleagues and stakeholders to contribute to strategic and operational initiatives or priorities.	Application/ Interview/Other
TEAMWORK 8. Evidence of effective leadership, management, and motivation of colleagues in the delivery of services within a dynamic environment.	Application/ Interview/Other
LEARNING & DEVELOPMENT 9. Understanding and knowledge of the higher education sector and the strategic role of libraries in supporting learning, teaching and research, including trends in research support services.	Application/ Interview/Other
LEARNING & DEVELOPMENT 10. Committed to own continuing professional development and that of team; manages and supports performance.	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. Please [click here](#) for further details.