



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Research Repository and Research Data Officer				
<b>DEPARTMENT</b>	Research and Enterprise				
<b>LOCATION</b>	Brayford Campus				
<b>JOB NUMBER</b>	EL1074	<b>GRADE</b>	5	<b>DATE</b>	January 2022
<b>REPORTS TO</b>	Research Information and Systems Manager				

### CONTEXT

Research and Enterprise is a central professional support department which works with staff, industry (private, public and third sector), external partners (e.g. Local Enterprise Partnership, Midlands Engine etc.), students and graduates to drive:

- A dynamic research environment
- Increased levels of graduate employment and progression
- Innovation and productivity levels throughout our region

We use all these elements together and separately to build wide and deep external partnerships, further developing our role as an 'active anchor institution'.

This position is an integral part of our support for developing our research environment within the Research and Industrial Partnerships team.

### JOB PURPOSE

The post holder will lead on the continued development of the University of Lincoln's Open Access repository and research data services, ensuring compliance with Research Assessment Exercises and research funders, while advocating the wider benefits of open research. The post-holder will be expected to be the main point of contact at institutional level for development regarding open research and research data sharing.

While responsible for assessing and ensuring the quality of deposits in the institutional repository, the role will involve a high level of pro-active advocacy of Open Access and training of colleagues at all levels in the institution to drive deposits numbers and deposits quality up.

The post holder must use their initiative, work as part of a team, and have the ability to cope in a dynamic and challenging environment. A high level of confidentiality is also required.

## KEY RESPONSIBILITIES

### Day-today management and future development of Repository

- Ensure the timely management of deposits in the institutional repository, while ensuring the quality of deposits and the compliance with REF rules and funders rules.
- Deliver Open Access services and provide support with the depositing of outputs, including PhD Theses and datasets.
- Engage with new starters to ensure they understand the requirements about the timely deposit of their outputs in the repository in line with the REF and funders' Open Access policies.
- Establish and document effective end-to-end processes for the management, deposit, dissemination and curation of the institutional repository and scholarly output.
- Monitor, plan and deliver improvements for all open access workflows and procedures to drive up repository deposit compliance.
- Provide complex, specialist support for the deposit of research outputs and the open access requirements of funded projects, including advice and guidance on copyright issues.
- Administer the University open access funds, including processing applications and advising on funder and publishers' policies.
- Receive and process requests for Open Access research data as necessary, including reporting to external bodies on Open Access funding.
- Coordinate work to meet user needs and develop solutions in response to evolving circumstances and institutional priorities.
- Lead on system integration with other research data capture systems within the University e.g. research dashboard, data warehouse, and REF reporting systems on behalf of the Research Environment Team.
- Understand metadata standards and advise on digital preservation and digital infrastructure.

### Analysis and provision of research data

- Monitor, update and analyse research compliance data and more general research outputs data for reporting to senior colleagues across the institution (e.g. DVC Research & Innovation, Head of Research & Industrial Partnerships and Director).
- Design and manage processes for the collection and validation of REF-related data. Much of this will involve compiling, cleaning, distributing, and liaising with the College Directors of Research.
- Act as the principal point of contact for Research Data Management plans and keep up to date with policy requirements for data sharing.

- Undertake periodic reviews of the reporting functionality of the system. This will require close working with the supplier and Planning on data integration and reporting through the research dashboard.
- Act as the principal point of contact for all research output open access queries from Schools and Colleges across the institution.

### **Advocacy and training**

- Provide advice for academic staff in a wide range of formats (drop-in sessions, training sessions, etc) to improve the quality of the deposits in the repository and to drive up understanding of the Open Access agenda at institutional level.
- Lead on the development and provision of REF and funders' Open Access policies for academic colleagues and professional services colleagues.
- Prepare and disseminate reports, case studies and publicity on the impact of publications deposited in the repository to be used for Open Access awareness activities.
- Develop and maintain content regarding Open Access developments and policy for the institutional intranet.
- Act as the principal point of contact for all researchers with regard to the Open Research Agenda, including sector developments such as Plan S.
- Implement and deliver a suite of bespoke training to academic colleagues about depositing in the Repository.
- Maintain up to date knowledge of, and advise on national and international developments in scholarly communications, repository infrastructure, open access publishing and policies (including Plan S), licensing and research data management.

### **Other**

- Understand the context within which the role operates and keep up-to-date with the wider policies and issues that have an impact on the research environment and on the scholarly communications landscape.
- With support from the Research Support Officer, build knowledge on SciVal and Scopus to provide coverage when necessary.
- Communicate effectively across a wide range of audiences, liaise and coordinate activities across the institution establishing professional networks and maintaining positive links and liaisons with external agencies and providers.
- Network effectively within the Open Access research community with a view to share best practice and ensure the University of Lincoln is at the forefront of developments in the sector.
- Coordinate freedom of information requests relating to repository data and publications.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

### **ADDITIONAL INFORMATION**

#### **Scope and dimensions of the role**

The post-holder will have excellent prioritisation and analytical skills, and the ability to build and maintain highly effective working relationships with customers and colleagues. Aptitude and motivation to develop knowledge and skills of publishers and copyright policies and open access requirements is essential. A positive, solution-focused, self-motivated approach will contribute to the delivery of high levels of professional standards and behaviours and to the continuing delivery of excellent customer service.

The role will support the Research Information and Systems Manager and wider Research and Industrial Partnerships team in the delivery of key strategic outcomes.

The post-holder will be the Open Access expert at the University of Lincoln, providing accurate and timely advice to the academic community and professional services community on funders Open Access requirements, REF compliance requirements and future developments in the sector.

Working with large data sets, the post holder must have attention to detail and the ability to spot and escalate issues as appropriate.

#### **Key working relationships/networks**

##### **Internal**

- Research information and systems Manager(Line Manager)
- REF Team
- Head of Research and Industrial Partnerships
- Director of Research Impact Development

##### **External**

- System providers e.g. e-Prints
- Funding bodies
- Research England
- Relevant associations and professional bodies (e.g. Universities)



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## UNIVERSITY OF LINCOLN PERSON SPECIFICATION

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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Educated to GCSE level	<b>E</b>	<b>A</b>
Graduate or equivalent experience	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Experience of presenting complex information in simple terms to academic audiences	<b>E</b>	<b>A, I</b>
Experience of producing training materials and training users in the use of a system	<b>E</b>	<b>A, I</b>
Experience in using Microsoft Excel to create, update, manipulate and manage workbooks and to analyse and report on data	<b>E</b>	<b>A, I</b>
Experience of managing complex data with large data sets	<b>E</b>	<b>A, I</b>
Experience of working within external compliance regulations	<b>D</b>	<b>A, I</b>
Experience of working with information management systems (i.e. research repositories)	<b>D</b>	<b>A, I</b>
Experience in data analysis to inform decision making	<b>D</b>	<b>A, I</b>
Experience working in a research environment	<b>D</b>	<b>A, I</b>
Experience of working with system providers	<b>D</b>	<b>A, I</b>
<b>Skills and Knowledge:</b>		
Presentation skills in delivering and engaging users in training	<b>E</b>	<b>A, I</b>
Excellent communication skills, written and verbal	<b>E</b>	<b>A, I</b>
Ability to analyse complex data and information to support the production of management information	<b>E</b>	<b>A, I</b>
Excellent prioritisation skills and the ability to meet tight and conflicting deadlines	<b>E</b>	<b>A, I</b>
A good knowledge of HE policies and procedures	<b>D</b>	<b>A, I</b>
Knowledge of Open Access rules regarding research funding bodies and research assessment	<b>D</b>	<b>A, I</b>
Technical understanding of Repository data inputs (e.g. Articles, theses, conferences, etc.)	<b>D</b>	<b>A, I</b>
<b>Competencies and Personal Attributes:</b>		
Ability to work effectively as part of a team	<b>E</b>	<b>A, I</b>
Interest in acquiring new knowledge and keeping up to date with developments in the sector	<b>E</b>	<b>A, I</b>

Innovative and proactive	<b>E</b>	<b>A, I</b>
Results driven and ability to work under pressure to tight deadlines	<b>E</b>	<b>A, I</b>
Excellent organisational skills, able to prioritise workload with attention to detail	<b>E</b>	<b>A, I</b>
Projects a positive and professional image at all times	<b>E</b>	<b>A, I</b>
Adaptable and flexible within a team environment	<b>E</b>	<b>A, I</b>
Methodical and accurate	<b>E</b>	<b>A, I</b>
<b>Business Requirements:</b>		
Will be required to work occasional evenings and weekends	<b>D</b>	<b>A, I</b>
Able to travel between sites and partner organisations	<b>D</b>	<b>A, I</b>

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	PPS	<b>HRBA</b>	SP
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