



1 Advertisement

Post Title: Research Data Management Librarian

Department: Library

Hours: Full or part time hours considered up to a maximum of 1 FTE. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: fixed term for 12 months

Reference: 2145

Salary: starting at £33,797 rising to £40,322 per annum

Placed on: 24 September 2019

Closing date: 16 October 2019. Applications must be received by midnight of the closing date.

Expected start date: As soon as possible

Research Data Management capability is being developed by multiple teams across the University including the Library, IT Services and Research & Enterprise, under the guidance of a Research Data Management steering group. The Research Data Management Librarian will deliver this development, scoping and project managing the different elements of the service.

The post-holder will create strong links with the research community across all academic schools to investigate their research data needs. You will provide advocacy and support to researchers to ensure that research data management is embedded within their working practice.

The post-holder will cover all aspects of research data management, including its organisation, description, preservation, and discoverability. You will report to the Library's Academic Services Manager but will also work with colleagues in IT Services and Research & Enterprise. You will work closely with the Research Support Librarian and the Research Data and Digital Preservation Technologist to develop an advocacy programme and training materials, and to assist researchers with publishing data in Figshare, the University's data repository.

This post is fixed term for 12 months in the first instance, whilst we scope and develop the service.

For further information, please contact:

Suzanne Tatham (Associate Director) 01273 877632 or at S.Tatham@sussex.ac.uk

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The Library

The Library building has been a central feature of academic life since the campus was established as the first of a new wave of UK universities in the early 1960s. Designed by Sir Basil Spence, the Grade II listed Library has been extended several times. We offer 24/7 high-quality, innovative services which contribute to the successful learning, teaching and research of the University and the community.

We provide access to a wide range of books, journals and other materials to support the teaching and research needs of the University. We also hold a number of important archives and Special Collections as well as a large collection of digital archives.

The Library has a £4.1 million resources budget and employs approximately 100 full and part-time staff. All staff are encouraged to take part in organisational development activities which are relevant to the needs of the University and to their future or existing work.

There are a number of teams, within the Library, that work together to provide excellent services and support for students, academics and other members of our community.

Frontline & Building are responsible for managing the face-to-face service points within the Library and for working with Sussex Estates and Facilities on the maintenance of the building. They are also responsible for ensuring the efficient circulation and availability of library print stock and membership as well as leading on the Customer Services Excellence accreditation.

The Academic Services team liaises closely with the University's Academic Schools and other Professional Services Divisions to support the University's education and research strategies. The team provides dedicated support to research faculty and research students, ensuring the provision of appropriate resources and training. The team also works closely with the Academic Schools to deliver embedded academic skills teaching for undergraduate and masters students. Academic Services support academics' use of the Institutional Repository, Sussex Research Online (EPrints) and the reading list system (Talis Aspire).

The Digital Development Team develops innovative digital infrastructure and services to support University strategy, in particular in the areas of research information, research data, digital preservation and digital scholarship. They are currently leading on the implementation of a CRIS (Symplectic Elements).

The Content Delivery Team is responsible for the effective acquisition, management and delivery of library content in all formats to support the research and teaching needs of the University. They also manage the library management system (Ex Libris Alma) and discovery tool (Primo), as well as providing support for other Library software and hardware.

Collections comprises two teams: Special Collections and Collection Development. The Special Collections team are responsible for caring for and making accessible the University's valuable collections of archives, manuscripts, rare books and art works based at The Keep. They include the papers of Leonard and Virginia Woolf, the Rudyard Kipling Archive and the Mass Observation Archive as well as over sixty other collections in fields of 20th and 21st century literature, political and social science. The team work in partnership with East Sussex Record Office and Brighton and Hove Royal Pavilion and Museums to provide high quality services, teaching and outreach to the public and the University community. The Collection Development team are responsible for the implementation of the Library's Collection Development Policy, evaluating the collections to ensure relevance and value, and initiating and managing projects.

The Planning & Operations team are responsible for supporting effective and efficient HR and financial provision throughout the Library. They are also responsible for providing professional administrative support for all areas of the Library's activity relating to planning, marketing and communication.

See: <http://www.sussex.ac.uk/library/> for further information

3. Job Description for the post of: Research Data Management Librarian

| | |
|-----------------|---------------------------|
| Department | Academic Services |
| Section | Library |
| Location | Library |
| Grade | 7 |
| Responsible to | Academic Services Manager |
| Responsible for | Project workers |

The Research Data Management service is being developed by multiple teams across the University including the Library, IT Services and Research & Enterprise, under the guidance of a Research Data Management steering group. The Research Data Management Librarian will deliver this development, scoping and project managing the different elements of the service. This will support researchers to store and manage their data securely and in such a way as to enable them to easily share and re-use that data.

Key Responsibilities

1. Develop a Research Data Management (RDM) service in line with the University's RDM policy.
2. Coordinate the provision of RDM support within the Library.
3. Work with the RDM Steering Group to provide a business case for a fully developed RDM service.

Specific duties

1. Liaise with the Library's Digital Development and Academic Services teams and other University units (Research & Enterprise and ITS) to work on proposals that meet academic requirements for research data management.
2. Work closely with the Digital Development and Academic Services teams in the Library, as well as other University divisions, to provide a cohesive Library support service for research data management.
3. Work closely with the Research Data and Digital Preservation Technologist and Research Support Librarian to coordinate the Library's RDM support and advocacy.
4. Gather and analyse requirements from researchers in Academic Schools and Research Groups and Centres for different components of the new service.

5. Plan and deliver workshops and individual training for researchers.
6. Contribute to undergraduate and masters level teaching to develop students' research data management skills.
7. Create online support materials for the RDM service.
8. Provide regular progress reports to the RDM Steering group to obtain their input and approval on progress.
9. Work alongside the Library's Digital Development team to provide advice to researchers on the preservation and curation of research data, including evaluation of data planning needs, assessing short and long term options and benefits, metadata standards, complying with specific funding body requirements and selecting suitable repositories for deposit.
10. Work with the Research Data and Digital Preservation Technologist to support researchers with their use of Figshare.
11. Provide specialist advice on the use of the Digital Curation Centre's Data Management Planning tool; investigating ways to use the tool to support the work of the Research Development Officers in Research & Enterprise.
12. Create content for the Data Management Planning tool to increase its relevance and usefulness to Sussex researchers.
13. Review researchers' Data Management Plans, giving feedback and advice in line with the University's RDM policy.
14. Assist with the selection and recruitment of library assistants, student workers and volunteers.
15. Represent the Library within the University and externally as and when directed by the Librarian.
16. Work with the Academic Services Librarians to supervise student projects when required.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

June 2019

4. Person Specification for the post of: Research Data Management Librarian

SKILLS / ABILITIES

| | Essential | Desirable |
|----------------------------------------------------------------------------------|-----------|-----------|
| Excellent written and oral communication skills | X | |
| Evidence of success in team leadership and motivating staff | X | |
| Proven ability to prioritise and meet tight deadlines | X | |
| Analytical and problem solving skills and a keen attention to detail. | X | |
| Evidence of a customer oriented approach to the delivery of information services | X | |
| Proven strong presentation skills to large groups | X | |
| Proven ability to prepare and deliver reports to academic groups | | X |
| Ability to create and edit Web pages | X | |

KNOWLEDGE

| | Essential | Desirable |
|--------------------------------------------------------------------------------------------|-----------|-----------|
| Knowledge of online and hard copy information resources and their appropriate applications | X | |
| Significant knowledge of the current UK research environment | X | |

EXPERIENCE

| | Essential | Desirable |
|----------------------------------------------------------------------------------------------|-----------|-----------|
| Practical experience of supporting researchers in an academic library | X | |
| Evidence of success in managing staff on a day-to-day basis | X | |
| Evidence of success in project management | X | |
| Evidence of success in providing effective library support to academic staff | X | |
| Experience of delivering information skills training to researchers | | X |
| Evidence of success in marketing services | X | |
| Practical experience in development of e-learning tools in information skills delivery in HE | | X |

QUALIFICATIONS

| | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Degree or equivalent with postgraduate qualification in Library and Information Science or another relevant discipline <i>or</i> Degree or equivalent in Librarianship or Information Science or another relevant discipline | X | |
| Proven evidence of current contribution to the UK library and information sector | | X |
| Evidence of continuing professional development | X | |