1. Advertisement

Post Title: Open Access Librarian  
School/Department: The Library  
Hours: Full time or part time hours considered up to a maximum of 1FTE (37.5 hours per week) (subject to business need).  
Contract: Fixed term until 28 February 2021  
Reference: 3132  
Salary: Grade 7, Starting at £33,797 and rising to £40,322 per annum.  
Closing date: 18 February 2020. Applications must be received by midnight of the closing date.  
Expected interview date: TBC  
Expected start date: ASAP

Internal applicants only

We are offering an opportunity for an innovative and enthusiastic individual to join the University of Sussex Library in a new role to manage the service supporting the administration and publication of research outputs and to monitor compliance with open access to support funder and Research Excellence Framework (REF) policies. This is a full time, fixed term position ending 28 February 2021.

Working closely with the colleagues in the Library, IT Services and Research & Enterprise, the post holder will ensure the systems and infrastructure are in place to support open access publishing going forward and engage academic staff and researchers with open access through advocacy and training. This will also involve working closely with the other Academic Services colleagues to optimise the use of Elements, the University’s Current Research Information System, for academic staff, researchers and PhD students.

The post holder will keep abreast of funder policy changes and establish processes and workflows in response to them, informing academics and researchers of any new requirements.

The post will involve the line management of supervisors and library assistants, under the direction of the Academic Services Manager.

For an informal discussion about the post, please contact Lisa McLaren (01273 877632; l.mclaren@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**

**Job Description for the post of: Open Access Librarian**

**Department**  
Academic Services

**Section / Unit / School**  
Library

**Location**  
Library

**Grade**  
7

**Responsible to**  
Academic Services Manager

**Responsible for**  
Institutional Repository and Open Access (OA) Supervisors and Library Assistants

**Purpose of the post**

To manage the service supporting the administration and publication of research outputs, and to monitor researcher compliance with REF and funder OA policies

**Key Responsibilities**

1. To engage with academic staff and researchers to raise awareness of open research through advocacy and training.
2. To work with Professional Services colleagues to develop and manage services and workflows that support OA.
3. Contribute to institutional REF preparations, including reporting and monitoring open access compliance.

**Specific duties**

1. Provide day-to-day management of Library Assistants and Supervisors (including appraisal), under the direction of the Academic Services Manager.
2. Work with other University units (Research and Knowledge Exchange and IT Services) to develop services and infrastructure to meet academic requirements for OA publishing.

3. Provide expertise and guidance to researchers and other University units on funder requirements for open access, copyright and intellectual property rights.

4. Work closely with the Library’s Digital Development team, IT Services and other University units to ensure systems that support open research meet the needs of the academic community.

5. Work closely with the Academic Services Librarians to optimise the use by academics of Elements, the University's Current Research Information System.

6. Management of the service responding to enquiries about compliance with funder policies and REF requirements.

7. Establish processes and workflow in response to funder policy changes

8. Ensure metadata policy is implemented by the team and monitor accuracy of records in the Institutional Repository

9. Work with Content Delivery and Library colleagues to evaluate new and existing OA publishing deals.

10. Oversee the payment of publisher APCs.

11. Contribute to the content management and development of the Library’s web pages to support open research.

12. Assist with the selection and recruitment of library assistants, student workers and volunteers

13. To represent the Library within the University and externally as and when directed by the Librarian

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.

Date November 2019
### 4. Person Specification

**UNIVERSITY OF SUSSEX**

**Person Specification for the post of: Open Access Librarian**

#### SKILLS / ABILITIES

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<th>Essential</th>
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<tr>
<td>Excellent written and oral communication skills</td>
<td>X</td>
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<td>Evidence of success in team leadership and motivating staff</td>
<td>X</td>
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<td>Proven ability to prioritise and meet tight deadlines</td>
<td>X</td>
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<td>Analytical and problem solving skills and a keen attention to detail.</td>
<td>X</td>
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<td>Evidence of a customer oriented approach to the delivery of information services</td>
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<td>Proven ability to prepare and deliver reports</td>
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<td>Ability to create and edit Web pages</td>
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#### KNOWLEDGE

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<tr>
<td>Understanding of the technology and formats associated with digital outputs, including a familiarity with repository software</td>
<td>X</td>
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<td>Significant knowledge of the current UK research environment, including understanding of scholarly communications</td>
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#### EXPERIENCE

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<tr>
<td>Practical experience of supporting researchers in an academic library</td>
<td>X</td>
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<td>Evidence of success in project management</td>
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<td>Evidence of success in providing effective library support to academic staff</td>
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<td>Experience of managing digital resources</td>
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<td>Practical experience in development of e-learning tools in information skills delivery in HE</td>
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#### QUALIFICATIONS

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<tr>
<td>Degree or equivalent with postgraduate qualification in Library and Information Science <strong>or</strong> Degree or equivalent in Librarianship or Information Science or another relevant discipline <strong>or</strong> relevant experience</td>
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<td>Proven evidence of current contribution to the UK library and information sector</td>
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<td>Evidence of continuing professional development</td>
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Date: November 2019