



## 1 Advertisement

**Post Title: Research Open Scholarship Supervisor**

**School/department:** Library

**Hours:** Full-time or part time hours considered up to 36.5 hours per week. Requests for [flexible working](#) options will be considered (subject to business need)

**Contract:** fixed-term (1 year)

**Reference:** 8841

**Salary:** starting at £27,131 to £31,411 per annum, pro rata if part time

**Placed on:** 01 August 2022

**Closing date:** 22 August 2022. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** TBC

We are seeking to appoint a Research & Open Scholarship Supervisor for a fixed term role.

To succeed in this post, you will be highly motivated and able to work well both in a team environment and independently. Initiative, attention to detail, and the ability to communicate effectively, both orally and in writing, are essential. You will deliver information awareness and skills sessions for researchers, and provide both administrative and training support for Elements, the University's current research information system.

You will require an understanding of the current Higher Education research environment, or a commitment to developing this.

The post will include occasional evening and weekend work.

For further information, contact: Bethany Logan  
(Research & Scholarship Librarian)  
[b.c.logan@sussex.ac.uk](mailto:b.c.logan@sussex.ac.uk)

To apply, please complete the application form, making sure that you include details of how you meet the Person Specification.

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 School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/library>

## 3. Job Description

Department	Research Support
Section / Unit / School	Library
Location	Library
Grade	Grade 5
Responsible to	Research & Scholarship Librarian
Responsible for	Library Assistants/temporary project workers

Purpose of the post:

To co-ordinate and supervise the efficient and effective provision of Library services to support research and education. This post will play a direct role in delivering information skills, supporting enquiries.

Key Responsibilities:

- 1 Supervise and co-ordinate support for Elements.
- 2 Assist with the delivery of a high-quality and innovative information service to users, including induction and training.
- 3 Assist with the delivery of a high-quality information services including close liaison with Academic Schools and enquiries.

Specific Duties:

- 1 Supervise, train and support staff (including temporary workers) in the Research & Open Scholarship team and allocate work as appropriate.
- 2 Liaise with the Research & Open Scholarship Librarian to ensure the efficient engagement with the Elements system.
- 3 Co-ordinate the work involved with the review of Elements records and ensure efficient and effective workflows.
- 4 Work on developing support resources, as directed by the Research & Open Scholarship Librarian, this may include editing the online website content as well as delivering teaching to students.
- 5 Liaise with the appropriate Research & Open Scholarship Senior Manager on the day to day spend of library materials.
- 6 Assist with the co-ordination and review of library materials.
- 7 Maintain records and statistical information to support operational planning.
- 8 Develop policy and procedures in collaboration with the Research & Open Scholarship Librarian, as appropriate.
- 9 Work with the Research & Open Scholarship Librarian to ensure that information relevant to researchers is accurate and up to date, including the website.
- 10 Work with the Content Delivery team to ensure the availability of materials to our users.

- 11 Supervise collection management projects as required, in consultation with Library managers.
- 12 Be responsible for routines relating to Library security, opening, and closing procedures.
- 13 Contribute to the Duty Librarian rota as 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.

Date: May 2022

#### 4. Person Specification

Person Specification for the post of: Research & Open Scholarship Supervisor (Grade 5)

##### SKILLS / ABILITIES

	Essential	Desirable
Analytical and problem-solving skills and a keen attention to detail	X	
Evidence of excellent ICT skills especially writing for the web	X	
Evidence of excellent organisational skills	X	
Evidence of excellent oral and written communication skills	X	
Good interpersonal skills including the ability to deal tactfully with people	X	

##### KNOWLEDGE

	Essential	Desirable
Awareness of the procedures involved in the acquisition and processing of all types of library materials		X
Familiarity of the current issues involved in the library support of teaching in academic institutions	X	
Familiarity of the range of learning resources available to support teaching in Higher Education	x	

##### EXPERIENCE

	Essential	Desirable
Experience of working in an academic information environment	X	
Experience of delivering user education in an academic environment		X
Practical experience of using IT in a library or information context	X	

## QUALIFICATIONS

	Essential	Desirable
A minimum of 3 GCSEs or equivalent or relevant experience	X	
Evidence of continuing work-related development	x	

## PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Proven ability to work independently and take initiative as appropriate	X	
Evidence of customer-oriented approach to information service delivery	X	
Experience of team working and motivating others to work effectively as part of a team	X	
Proven ability to manage time, prioritise tasks and work accurately under pressure	X	

May 2022