

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Scholarly Communications Administrator

Grade: 3

Accountable to: Scholarly Communication Manager

Salary: £28,274 - £34,515

Department: Library Services

Location: London College of
Communication

Section: Resources & Systems – Scholarly Communications
Team

Contract Length: Permanent
year: 52

0.5 FTE

Hours per week: 17.5

Weeks per

Purpose of Job:

To assist in the management, customisation, and promotion of the University's institutional repository (UAL Research Online), in particular assisting with the addition of resources and supporting users.

Main Duties and Responsibilities:

1. Assist users of UAL Research Online (UALRO) with the deposit process, ensuring compliance to repository workflows and HEFCE's Open Access Policy.
2. Review self-deposited research outputs, working with authors, publishers, funders, and university staff to ensure high quality content in UALRO.
3. Monitor metadata in UALRO on an ongoing basis to ensure an excellent user experience.
4. Assist with the administration of the deposit of electronic theses, including managing intellectual property issues, in liaison with the University's Research Management & Administration (RMA) Team.
5. Assist the Scholarly Communications Manager, and colleagues in RMA, in preparations for the upcoming Research Excellence Framework exercise, as required.
6. Monitor deposit, download and other usage indicators to identify impact and success of the repository and areas for improvement in the service.
7. Handle comments and requests relating to Scholarly Communications, including answering queries from users within the University as well as external users.
8. Deliver training sessions for staff as required, and maintain materials to explain and promote UAL Research Online, maintaining Frequently Asked Questions (FAQ) lists, guidelines and other documents on the advice of the Scholarly Communications Manager.
9. Assist with the management of developments to UALRO in liaison with IT Services, and RMA.
10. Act as clerk the University's Research Data Monitoring Group.

In addition the post holder will be expected to:

11. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
12. Undertake health and safety duties and responsibilities appropriate to the role.
13. Work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
14. Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
15. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational

effectiveness.

16. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- Scholarly Communications Manager
- Research Management and Administration colleagues
- Research Data and CRIS Manager, RMA
- Web Services Manager, University IT Services
- UAL Research Centre Administrators
- UAL research staff and students
- Library Services colleagues
- External partners, including suppliers, Eprints Services
- Legal Services

Resources Managed:

Budgets: None

Staff: Supervision of temporary staff as required

Other (e.g. accommodation; equipment):

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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Person Specification	
Specialist Knowledge/ Qualifications	<p><i>Either</i> a degree in Library and Information Studies or equivalent, <i>or</i> a degree in any subject plus a postgraduate qualification in Library and Information Studies or equivalent, as relevant to the post.</p> <p>Knowledge of scholarly communications and the role of open access repositories in the HE research environment.</p> <p>Knowledge of the arts research environment</p>
Relevant Experience	<p>Experience of working in higher education</p> <p>Experience or proven interest in scholarly communications</p> <p>Experience of using software that supports scholarly communications or research management (Eprints, Symplectic Elements) is desirable</p>
Communication Skills	<p>Communicates effectively orally, in writing and using visual media</p> <p>Able to provide clear guidance using various communication channels</p>
Planning and Managing resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works well independently and also collaboratively in a team and across or with different professional groups</p>
Customer Service	<p>Provides a positive and responsive customer service for researchers, university staff, external users and stakeholders</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p>