

JOB DESCRIPTION

POST: Open Access Officer

DATE: August 2017

DEPARTMENT: Research & Knowledge Exchange

POST NO: RKE-B33

STARTING DATE: As soon as possible

SALARY RANGE: Grade 6, £27,285 – £32,548 per annum, pro rata

HOURS: 18.5 hours per week (0.5 FTE)

INDEFINITE/FIXED TERM: Indefinite

REPORTING TO: Director of Research & Knowledge Exchange

THE POST

The Research and Knowledge Exchange (RKE) Centre brings together the research and knowledge exchange activities of the University. It provides a lean and effective infrastructure to enable the University to achieve a culture in which the generation and exchange of knowledge are central to the work of the University.

A key strategic initiative to support research is through the development of the Winchester Research Repository, our open access institutional repository, which aims to improve the visibility of the University's research output.

The Open Access Officer is responsible for the implementation and maintenance of processes to support open access to research publications at the University of Winchester. The role holder will be responsible for quality-checking publications metadata created by academic and administrative users of Winchester Research Repository. Data cleansing of existing records will be an on-going function of the role, along with provision of support to users via email, telephone and face-to-face training, where appropriate.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities for this post are as follows:

- To quality-check and validate research output metadata records, ensuring ease of discoverability; ensuring compliance with the following, where relevant: HEFCE Policy for open access in the next Research Excellence Framework; publishers' policies on self-archiving and green open access; funders' policies.
- To proactively provide advice and guidance to academics and researchers on both the Gold and Green routes to full-text open access and on how to achieve compliance with the HEFCE policy for open access in the next Research Excellence Framework.
- To proactively provide advice and guidance to researchers on queries relating to open access and use of the University's repository.

- To act as a point of contact and expertise to University of Winchester staff regarding publisher, funder and other relevant policies around open access publishing.
- To promote the institutional repository to academic staff and researchers by means of workshops, publicity and user guidance materials.
- To assess copyright and confidentiality risks associated with open access research outputs, using the Sherpa databases of journal and publisher policy information.
- To contribute to the on-going development of the University's open access procedures and policies.
- To provide monitoring and compliance reporting on Open Access and usage statistics that meet internal and external (i.e. RCUK) requirements.
- To develop and maintain an understanding of the information environment for repositories, along with the developments in copyright, publishing and external reporting requirements and research data management for higher education. To develop links as appropriate with other professional groups.
- Administration of institutional Gold OA fund and management of Article Processing Charges.
- Any other duties that may reasonably be required by the Director of RKE, within the scope of the role.

GENERAL INFORMATION

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be at Grade 6, with a salary range of £27,285 to £28,936 per annum, pro rata and annual incremental progression within this range. An upper range of £29,799 to £32,548 per annum, pro rata will be available to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent on qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the West Downs Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University), or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 18.5 per week, to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 24 days per annum, plus Bank holidays and two extra statutory days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Holiday entitlement is increased by five days on completing five years' service prior to the commencement of a leave year on 1 August.

APPLICATION INFORMATION

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

UNIVERSITY OF WINCHESTER

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last two columns on the Person Specification (labelled A and I) indicate how each attribute is assessed.

A = application form, I = interview

| ATTRIBUTES | ESSENTIAL | DESIRABLE | A | I |
|---|------------------|------------------|----------|----------|
| <u>EDUCATION/TRAINING</u> | | | | |
| Educated to Degree level or equivalent | X | | X | |
| Library qualification to at least undergraduate level | | X | X | |
| <u>EXPERIENCE</u> | | | | |
| Have significant relevant experience working in a library environment | X | | X | X |
| Have experience in the compilation of citation data for reporting and benchmarking purposes | | X | X | X |
| Be experienced in answering enquiries effectively, whether delivered in person, by phone, by email or other means | X | | X | X |
| Have practical experience creating, editing and quality checking bibliographic metadata records in an institutional repository/CRIS or similar system | | X | X | X |
| <u>KNOWLEDGE</u> | | | | |
| Practical knowledge of bibliographic records/metadata | X | | X | X |
| Knowledge of copyright and licensing issues pertaining to scholarly publishing | X | | X | X |
| Familiarity with bibliographic services such as SCOPUS and/or Web of Knowledge | | X | X | X |

| ATTRIBUTES | ESSENTIAL | DESIRABLE | A | I |
|--|-----------|-----------|---|---|
| <u>KNOWLEDGE cont.</u> | | | | |
| Ability to advise academic staff and researchers on open access publication routes, and the deposit of research data/outputs into the Repository | X | | | X |
| Proficient in the use of office management software (e.g. Microsoft Word and Excel) and presentation software (e.g. Microsoft PowerPoint) | X | | | X |
| Ability to work co-operatively in teams, task groups and meetings, sharing your knowledge and ideas with others | X | | | X |
| Motivate yourself and others | X | | | X |
| Ability to work effectively with relevant technologies and a variety of electronic resources | X | | | X |
| Display a committed and proactive approach to research, library and information provision and to your own continued professional development | X | | | X |
| <u>SKILLS/ABILITIES</u> | | | | |
| Excellent communication skills – able to effectively communicate with all levels of staff and users, in person and in writing | X | | X | X |
| Excellent presentation skills, both verbal and written | X | | X | X |
| Good administrative and organisational skills. Able to manage and prioritise workload | X | | | X |
| <u>PERSONALITY</u> | | | | |
| Able to work on own initiative | X | | | X |
| Team player | X | | | X |
| Confident | X | | | X |

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which are complimentary to all Gym Pass holders.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

Spirituality

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of individuals is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

Mission Statement;

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.