



Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

JOB TITLE: OPEN ACCESS PROJECT OFFICER

Grade: 10

Salary: Salary will be on Scale 10: minimum 2512 to maximum gross 3804 per month full-time, plus a vacation allowance of 8%, and a December allowance of 8.33%

Reports to: Advocacy and Projects Manager of LIBER

Line manager for: None

Location: LIBER Office, KB, The Hague Hours of work: 100%, 40 hours per week

Period of appointment: 2 year contract

Main Purpose of the Role

- To be responsible for the oversight and execution of the OpenAire2020 APC pilot, which is a 2 year pilot and involves administration of a 4 million euro fund for the publication of FP7 related outputs in gold open access.
- To be responsible for undertaking the duties listed in the project descriptions of work which have been assigned to LIBER in the context of European projects that relate to open access (currently Pasteur4OA and FOSTER).

Main responsibilities:

OpenAire2020 APC Pilot (80%)

- To work with other project partners and contribute to work packages in which LIBER is involved
- To lead the LIBER work package and represent LIBER on the project management board and at project reviews
- To establish APC workflows and policies in consultation with stakeholders
- To promote the pilot to appropriate stakeholders and via appropriate channels
- To liaise with publishers and national helpdesks
- Organisation of events and workshops
- Administration of, and reporting on, distribution of the 4 million euro APC fund

LIBER EU Open Access Project Portfolio (20%)

- To ensure alignment across LIBER's portfolio of open access projects

To execute LIBER duties described in descriptions of work e.g. organisation of events, dissemination, report writing

General

- Actively follow LIBER policies and procedures

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder

Occasional Duties

- To give support to the Executive Director of LIBER on request

Special Working Conditions

- Occasional out-of-hours working, including weekends, in association with conferences, meetings and other events

Contact with Others:

- LIBER Executive Director, LIBER EU Project Officers, project co-ordinators, project partners, libraries, universities, publishers, EU institutions

Person specification:**Essential Qualifications**

- A first degree or equivalent qualification in a relevant area (e.g. librarianship, information management)

Desirable Qualifications

- A higher degree, or its equivalent in a relevant area
- A project management qualification

Essential skills and experience

- Knowledge of open access landscape and policies
- Knowledge of current communication tools, in particular social media
- Experience of service management
- Demonstrable verbal and written communication skills
- Excellent knowledge of spoken and written English
- Well developed IT skills (including knowledge of MS Office packages, email and the internet)
- Creative, flexible and with a demonstrable feeling for innovation
- Sense of diplomacy and leadership
- Demonstrable team working skills
- Demonstrable relationship management skills
- Demonstrable project management skills
- The ability to manage a variety of tasks, prioritise a heavy workload and meet targets
- A logical approach to problem-solving
- The ability to work with minimum supervision

Desirable Knowledge and Experience

- Experience of working in an international environment
- Experience of managing open access publication funds/negotiating with publishers
- Understanding of one or more European languages other than English
- Experience in workshop organisation