



ROYAL HOLLOWAY
University of London

JOB DESCRIPTION

Department:	Library Services
Post Title:	Research Information Manager (Open Access)
Grade:	7
Reports to:	Associate Director, eStrategy and Technical Services

This strategically important post will have 6 core responsibilities:

1. Manage publications in the College's Open Access research repositories and actively promote the repositories to the College community, alongside the College's Open Access Publications Policy (OAPP).
2. Act as an expert source to deliver data, information and advice on the changing nature of scholarly communications, with particular reference to Open Access funder policies and requirements relating to research outputs.
3. Liaise with staff in Library, Research and Enterprise, and IT to achieve a united strategy for Research Support. Play a key role in developing and implementing the agreed strategy, in particular by liaising with individual academics across all Departments.
4. Work with the Academic Liaison team to provide support to research-active staff and PGRs, equipping members of the liaison team so that they can provide advice for researchers.
5. Working with the Research Information and Analysis Manager in Research and Enterprise, provide Library support for the College's Research Information System (RIS).
6. Library lead for copyright enquiries, advice and policy guidance.

Responsible for:

Service delivery

1. Manage publications and content in the research repositories and digital asset systems, including priorities for content development and the organisation of resources within these systems.
2. Monitoring Open Access research outputs (including e-theses) deposited into the research repositories by researchers to ensure they comply with publisher requirements on copyright and versioning; and to ensure the University complies with legal and licensing requirements.

3. Ensure the College's Research Information System is fit for purpose for the research output submission for the REF.
4. Provide library support to the REF by managing the workflows for collection of bibliographic information and full text files into the College's Research Information System and managing the compliance checking process.
5. Provide library support to the REF preparations including evaluating and testing new functionality and feeding back to the College, Research and Enterprise and the vendor on development and implementation plans. Develop REF plans in conjunction with Research and Enterprise.
6. Provide detailed reports relating to OA and REF OA compliance from the College Research Information System and in conjunction with Research and Enterprise, provide REF research outputs reports.
7. Supporting researchers to meet the OA requirements of funders by providing advocacy including REF OA advocacy.
8. Management of the College RCUK OA fund including processing of Article Processing Charge requests, providing advice on exact requirements and assisting with processing of invoices.
9. Creation of guidance and processes to support the RCUK OA policy.
10. Monitoring and reporting on compliance with funders OA policies.
11. Provide support to the College and authors about bibliometrics, altmetrics and research impact via publication.
12. Working in conjunction with the Library IT Systems Officer and the Metadata, Discovery and Analytics Co-ordinator consider the accessibility and discoverability of content within the repositories and implement improvements.

Communication

13. Formulate and deliver advocacy strategies to ensure maximum awareness of the benefits and requirements of the repository, digital collections, Open Access and scholarly communication developments.
14. Work with academics, researchers, administrators and library staff to promote the repository and digital assets service, securing content, gaining feedback, and developing information materials and training to these groups as required.
15. Develop and maintain an understanding of issues specific to the research community, including both pre- and post-doctoral researchers and research-active staff to build services accordingly.

Advocacy and networking

16. Promote Open Access for research articles via both publication and via the Research Information System.
17. Establish and foster close working relationships and knowledge-sharing initiatives with colleagues in the Library, IT and Research & Enterprise and other relevant College stakeholders.
18. Develop understanding of national and European Open Access funders' policies, deliver the message to researchers and assist them complying with these policies.
19. Working in close liaison with the Associate Director (eStrategy) and the Research Data and Curation Manager, to investigate ways of embedding research data management in to the work processes of staff at Royal Holloway.
20. Work closely with the Academic Liaison Team to provide support to research-active staff and PGRs, working to embed providing advice for researchers into the work of the liaison team.
21. Work with the Academic Liaison team to provide support to research-active staff, equipping members of the liaison team so that they can provide advice for researchers.
22. Develop in conjunction with the Information Liaison team and participate in advocacy and support for the PGR space in the Library.
23. Liaise with external projects and bodies (e.g. JISC, RCUK, etc) and represent Royal Holloway in national developments (as appropriate) and contribute to continuing professional development.

General

24. Be the Library's lead contact for copyright queries, providing advice and guidance to members of the College and ensuring compliance with copyright legislation and licences such as the CLA licence.
25. Act as joint-secretary of the Library Research Group, working with the Director of Library Services to agree content for discussion and taking meeting notes at alternate meetings.
26. Monitor and contribute to national policies, frameworks and strategies with implications for OA, representing Royal Holloway in external fora where appropriate.
27. Maintain and enhance professional knowledge through attendance at conferences, keeping up-to-date with professional literature, publications and other relevant professional activity to identify best practice elsewhere.
28. Participate in Library and College project work and activities, as required, to meet the University's strategic aims and goals.
29. Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

30. As the needs of the College change so the above job profile and duties will be adjusted accordingly.

17th March 2017