



**Job title:** Open Science Officer

**Overview:**

**Salary** - Scale 10: minimum €2,579,- to maximum €4,089,- gross per month full-time, plus a vacation allowance of 8%, and a December allowance of 8.33%.

**Reports To** - EU Projects Manager

**Location** - LIBER Office, KB, The Hague

**Hours of Work** - 100%, 40 hours per week

**Period of Appointment** - 2 year contract

**About the position:**

LIBER is involved in a range of H2020 projects all addressing the barriers on the path towards Open Science. Potential applicants must be experienced in the issues addressed in these projects, mainly: Open Science, including Open Science Training, Research Infrastructures and Scholarly Communications. The post-holder will be responsible for the planning and organisation of duties listed in the project descriptions of work which have been assigned to LIBER. Experience in Project Management is essential, and so is a proven track record in presenting science-related topics to non-experts.

**Main responsibilities:**

- To undertake the duties listed in the project descriptions of action in close collaboration with other project partners. The duties in the project descriptions of action will include:
  - To develop (online) training in collaboration with project partners
  - To gather input from the library community regarding Open Science issues
  - To co-ordinate communication and dissemination actions, events and workshops
  - To write reports/ contribute to reports
  - To act as a work package lead- monitor tasks, coordinate deliverables and lead and/or take minutes in project conference calls
  - To take part in project plenary meetings
  - To actively follow H2020 and LIBER's rules and regulations
- To give support to the Executive Director of LIBER on request

**Special Working Conditions:**

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

**Contact with Others:**

- This position reports directly to the EU Projects Manager
- LIBER Executive Director, project co-ordinators, project partners, libraries, universities, 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
- A project management qualification

**Essential skills**

- Experience in EU project management
- Familiarity with/interest in Open Science and other current issues in research libraries
- Experience in organising events
- Experience of current communication tools, in particular social media and web site management
- Demonstrable verbal and written communication skills
- Excellent knowledge of spoken and written English
- Well-developed IT skills, design skills (including knowledge of MS Office, Photoshop, Indesign, social media tools)
- Creative, flexible and with a demonstrable feeling for innovation
- Demonstrable team working skills
- Demonstrable interpersonal 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**

- Understanding of one or more European languages other than English

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