

Job Description

Role Title:	Open Research Assistant
Dept:	The Library, Careers and Skills
Reference:	MPF2065
Grade:	4
Full or Part time:	Part time
Hours:	0.8 FTE
Reports to:	Open Research Coordinator

Overview

Welcome to the Library, Careers & Skills – a place to learn and share ideas, a virtual hub for research and discovery, a team of friendly faces delivering excellent customer service, and a community of experts playing an important role in teaching, learning, research, and enterprise at Salford. We are innovative, open, collaborative, and people centred.

Across our teams, we manage study spaces and technology, provide access to print and online resources for learning and research, develop students' learning and employability, and work collaboratively across the institution to help our researchers share their work openly with the world.

Our Open Research team offers support, guidance, training, and advice to researchers about their outputs, across the entire research lifecycle. As part of this, our Open Research support is centred on early intervention and providing clear and accessible advice to researchers and postgraduate research students at all stages of their career, as well as informing institutional direction and working closely with the open research sector.

More information about our Open Research offer is available here:

<https://www.salford.ac.uk/library/open-research>.

Our ways of working

We recognise the importance of a healthy balance between work and home life. While we need our staff to be available to deliver an excellent service, and some evening and weekend working may be required, we are open to agile ways of working that provide colleagues with flexibility, such as flexible hours and/or a mix of at home and on campus working, dependent on the needs of the service.

Role Purpose

As Open Research Assistant you will support the delivery of the Library's Open Research support service. With an ambitious University strategy – '[Innovating to enrich lives](#)' - and a growing emphasis on high quality and impactful research, this is an exciting time to join the University of Salford.

You will be responsible for maintaining accurate metadata in the two research repositories which are managed by the Library on behalf of the University. You will work collaboratively with colleagues working in the Library, other professional services, and information providers to ensure that our researchers are well supported and their research publications, outputs and data are accurately described in line with relevant policies and requirements.

You will work closely with the Metadata Officer and the Open Research Coordinators.

You should possess excellent administration and communication skills, be accurate with good attention to detail, and be effective in successfully working to deadlines. You will be comfortable in adapting to new technology and will demonstrate intermediate computer literacy skills, including a solid working knowledge of Microsoft Office Suite and other digital technologies.

Our researchers are always at the heart of your thinking, and you understand the need to deliver efficient and effective customer service that is in line with our great reputation across campus and beyond.

This position is 29 hours per week (0.8FTE). Ideally these hours will be worked over 5 days, but we are open to having a conversation about what works best for the service and for you.

Principal Duties & Responsibilities

- Create, review and update records in Salford's Institutional Research Repository (Worktribe), and Institutional Research Data Repository (Figshare) and check that research outputs comply with the REF Open Access Policy and the University of Salford Open Access Policy
- Liaise with academics and publishers to ensure research outputs in the Repositories comply with Open Access and copyright requirements, and meet ethical and legal standards
- Handle research support enquiries, triaging and resolving where appropriate
- Assist with open access payment and approval processes
- Check thesis deposits and make them available in the Institutional Research Repository
- Generate statistics, reports, and other management information as required
- Perform any other duties appropriate to the grade as may be required
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy

- Engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Good general education (or equivalent qualifications) including English and Mathematics or relevant professional experience (E)

Background and Experience

2. Experience of accurately creating, checking, and verifying data (E)
3. Experience of delivering good customer service and/or effectively handling enquiries (E)
4. Experience of working with bibliographic or other types of descriptive or technical metadata (D)
5. Experience of working with library management systems, digital repositories, archives, or information systems (D)

Knowledge

6. An understanding of recent developments in digital repositories (D)
7. An awareness of open access, open research, scholarly publishing and copyright (E)
8. An awareness of the range of scholarly output such as journal articles, books, theses, reports, conference proceedings, and research data (E)

Skills and Competencies

9. An ability to perform tasks accurately with good attention to detail (E)
10. Excellent analytical and problem-solving skills (E)
11. The ability to prioritise tasks and manage own workload (E)
12. Effective written and verbal communication skills (E)
13. Excellent administrative and IT skills (E)
14. The ability to work proactively and collaboratively with others, including senior colleagues (E)
15. The ability to work flexibly and respond positively to change (E)
16. A proactive approach to your own learning: acting on feedback, sharing practice and continuing professional development (E)