Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Research Data Librarian, Research Support

Department/Division: Digital Scholarship & Innovation Group, Library Services
Accountable to: Open Research Services Manager

Job Summary
The post holder is jointly responsible for planning, developing, and delivering research data management services for researchers, staff and students across LSE. This includes data management planning, support for secure data, support for open data, and the curation, sharing and preservation of research data. The post holder will work closely with the existing research data librarian to deliver these services, as well as with colleagues across Research Support, the Library and LSE. Alongside working on existing secure data and research data management services, the postholder will contribute to new open research projects as part of the LSE's new Research Strategy 'Research for the World.'

The Research Support team is responsible for the LSE's institutional repositories, Open Access, bibliometrics, publishing advice service, copyright advice service and research data support. The team sits within the Digital Scholarship & Innovation Group (DSIG) whose role is to develop our digital services and explore ways in which the Library can support research, learning and teaching in new ways in a digital environment. The Group comprises the following teams: Digital Library, Collection Management, Metadata, Research Support, LSE Press, Online Services and Systems and Library Operations and Development.

Duties and Responsibilities

Knowledge and Experience
- Develop and maintain a thorough knowledge of best practice in the areas research data management, advising the Open Research Services Manager and Library Leadership Team of developments in these areas.
- Develop and maintain a thorough knowledge of best practice in the management of secure data, both generated by LSE researchers and that from external data providers.
- Develop expertise as a Research Data Librarian through membership and active participation in professional networks and groups related to data and research, sharing this knowledge with colleagues at LSE and identifying appropriate opportunities for participation in external projects.
- Under the direction of the Open Research Services Manager, work with Research Support and Library colleagues, Data and Technology Services and the Research and Innovation Division (as well as other relevant services across LSE) in the development of appropriate policies and innovative services for the collection, storage, preservation and reuse of data generated by LSE researchers.

Communication

- Write reports within the Library and for School committees on research data services and issues
- Produce an advocacy and teaching programme for research data support services, as well as contributing to a wider open research programme.
- Contribute to the development and maintenance of the Library's research data management webpages and online training tools.

Teamwork and Motivation
- Be an active member of the Research Support Team, the Digital Scholarship and Innovation Group, and Research Data Management Working Group
- Participate in LSE-wide working groups and attend relevant committees as required
- Lead and motivate staff on projects and manage staff as required

Service Delivery
- Provide expert support for data management planning for both students and researchers
- Develop research data services, including the data management plan review service, text and data mining, and the curation, sharing and preservation of research data.
- Develop and deliver secure data services, including the Library's involvement in the SafePod Network as a SafePod Coordinator who will need to undergo a DBS check.
- Develop and deliver infrastructure to support open research appropriate to the research conducted at LSE, including a data catalogue
- Organise and deliver training on data management and dissemination to staff, researchers and taught postgraduate students
- Work with Academic Support Librarians and Learning Support to coordinate and embed data management training in the Library's training offer

Liaison and Networking
- Liaise with colleagues within the Library and develop partnerships across LSE, including with researchers and research centres, to develop services for research data management and the collection, curation and sharing of research data
- Represent LSE Library on relevant School wide groups and committees on matters of RDM
- Work closely with colleagues in the Library on overall provision of data services e.g. through the Data Services Working group

General Responsibilities
- To act as the senior member of library staff in charge as required, taking operational responsibility for staff on duty and all library services being offered to users
- To take an active part in special projects within the Group, and across the Library, as required
- Undertaking other duties in support of the work of the Library, as may be required by the Director of the Library from time to time

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.