



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Open Research Assistant
Fixed Term Appointment until 31st March 2025

Department/Division: Digital Scholarship & Innovation/Library Services
Accountable to: Repository Manager

Competency	Criteria	E/D
1. Knowledge and Experience	Educated to at least 'A' level (or equivalent) standard OR substantial experience in research, higher education, an academic library or other information service.	E
	Experience of working in a library or similar customer service environment.	D
	Good level of general IT skills, including experience of spreadsheet and using databases.	E
	Knowledge of open access, funder policies (e.g. UKRI and REF), routes to compliance and an awareness of recent developments in this area	D
	Experience with a repository or CRIS system	D
	Knowledge of the broader open research landscape, including open data and responsible metrics	D
	Experience of working in higher education	D
2. Communication	Ability to convey complex information in a clear and accurate manner, using terms appropriate to the audience.	E
	Excellent interpersonal skills, and the ability to communicate effectively with colleagues and researchers at all levels of seniority.	E



3. Teamwork and Motivation	Demonstrated ability to work effectively as part of a team and with other teams.	E
	Demonstrated ability to train, supervise and motivate other team members as appropriate.	D
4. Service Delivery	Experience of handling enquiries and delivering a user-centred service.	E
	Experience of making a service more efficient or making improvements to an existing service.	D
5. Initiative and Problem Solving	Demonstrated ability to exercise initiative within own area of work and an awareness of when to involve colleagues.	E
	Demonstrated ability to apply problem-solving skills, investigating the causes of complex problems and selecting a course of action from available options.	E
6. Planning and Organisation	The ability to organise and prioritise own workload.	E
	The ability to work flexibly and adjust plans according to the changing needs of the team.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.