



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: Open Research Assistant, Research Support
Fixed-Term/Permanent: Fixed-Term to April 2025

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

Job Summary

This post is based in Research Support and will be primarily focused on the Library's support for funders' Open Access requirements. The post holder will work across all aspects of Open Access, including Gold Open Access, monographs and the School's institutional repositories, LSE Research Online and LSE Theses Online. Additionally, the post holder will provide support for raising the School's research profile, open research training and other activities as required.

Research Support is part of 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

- Responding to researcher queries about funder and publisher open access policies
- To work with the Subscriptions team to administer open access publishing charges and monitor the Library's open access budgets.
- To administer the Library's transformative publishing agreements, membership models and other gold and diamond open access initiatives.
- Develop knowledge of funder open access requirements to support researchers and the Repository Manager in achieving a high level of compliance.
- Liaise with funded researchers, monitoring compliance levels and supporting the Repository Manager in compiling reports for relevant stakeholders, including research funders.
- To work with the Library Assistant to process research outputs in LSE repositories and PURE and undertake regular checking and data cleaning activities to ensure open access compliance.
- Provide administrative support for the Research Support team in arranging training, advocacy and outreach activities, with a particular focus on funder requirements.



- To develop detailed knowledge of open research services delivered by the team in order to support colleagues.
- To contribute to the development of open access workflows and processes under the guidance of the Repository Manager.
- To support the Research Information Analyst in ensuring the accuracy of the records of LSE research in external systems, helping to raise the profile of the School's research and researchers.
- Undertake other duties in support of the Research Support team as required.

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.