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 Library Assistant, Open Research Services
Fixed-Term/Permanent: Permanent

Department/Division: Digital Scholarship & Innovation/Library Services
Accountable to: Open Research Librarian

Job Summary

This post is based in Open Research Services and will work across the team to support Open Research. The post holder will work closely with the Open Research Librarian to develop and provide administrative support for open research via events, improved guidance materials, training for staff and students and the School's Open Research Working Group. Additionally, the post holder will support raising the School's research visibility via LSE repositories and other activities as required.

Open Research Services 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, Open Research Services, LSE Press, Online Services and Systems and Library Operations and Development.

Duties and Responsibilities

Knowledge and Experience

- Develop broad knowledge of all aspects of open research as it applies to the social sciences, including open access, open data, reproducibility and funder policies.
- Develop broad knowledge of copyright and licensing as it relates to open access and scholarly publishing.
- Develop a detailed understanding of the use of digital repositories for capturing, describing, storing and disseminating a range of research outputs.
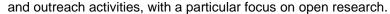
Service Delivery

- Responding to basic researcher queries about open research and referring complex queries to colleagues across the team as appropriate.
- Support the Open Research Librarian to develop support services, guidance and training on open research.
- To work with colleagues to process research outputs in LSE repositories and PURE to increase research visibility.

Communication

- Provide administrative support for the Open Research Services team in arranging training, advocacy

and outreach activities, with a particular focus on open research.

- Liaise with members of the Open Research Working Group to support their meetings and related events.
- Work with colleagues across LSE on campaigns, events and keeping up to date.
- Promote the services provided by the Open Research Services team to a range of LSE user groups and contribute to the preparation of promotional materials for this purpose.

Team work and motivation

- To develop detailed knowledge of services delivered by others in the team in order to support colleagues.
- Be an active member of the Open Research Services team, the Digital Scholarship and Innovation Group, and Open Research Working Group.

General Responsibilities

- Act as a SafePod Coordinator, undertaking a DBS check as required, to support the secure data service.
- Undertake other duties in support of the Open Research Services 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.