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: Repository Manager

Department/Division: Digital Scholarship and Innovation Group, LSE Library
Reporting to: Research Support Services Manager

Competency	Criteria	E/D
Knowledge and Experience	Professional qualification in a librarianship/information science or currently working towards completion	D
	Experience of working in a library or similar customer service environment, preferably in higher education.	E
	Knowledge of the open research landscape, routes and requirements for open research and sector developments in open research.	D
	Experience of working with and developing institutional/digital repositories or publications management systems e.g. CRIS.	D
	Knowledge of funder open access policies e.g. Research England (REF), UKRI and ERC.	E
Service Delivery	Experience of managing and promoting a service, including designing and implementing processes and workflows.	E
	Evidence of providing improvements and enhancements to service delivery, particularly in the area of open access, scholarly communications or research support.	E
Communication	Demonstrated ability to communicate effectively with a range of Library users and colleagues at all levels of seniority.	E
		E

	Evidence of the ability to give presentations to groups of colleagues and/or users to explain or promote an initiative or service.	
Teamwork and Motivation	Demonstrated ability to work with others as part of a team.	E
	Demonstrated ability to work effectively in cross-institutional projects or working groups.	E
	Experience of having line management responsibility for staff.	D
Liaison and Networking	Proven ability to liaise with colleagues across an institution as well as external organisations.	E
	Demonstrated experience of an advocacy role demanding negotiating and influencing skills.	D
Planning and Organisation	Demonstrated awareness of a range of planning techniques, for example planning development priorities, personal time management and operational planning.	E
	Experience of planning and managing a service and/or promotional events.	D
Initiative and Problem Solving	Problem-solving skills, for example identifying a problem, investigating and following through to a solution, by liaising with appropriate contacts.	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.