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: Repository Manager

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

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Job Summary

The main focus of the post is to be the Library's expert on open access routes and requirements for LSE research outputs. This includes knowledge and practical support for the open access and research outputs elements of the REF submission and external funded projects. The post is also responsible for the management and development of the School's open access repositories LSE Research Online and LSE Theses Online.

Working closely with the Research Support Services Manager and academic and research support colleagues across LSE, the post holder will play an important role in ensuring the Library is at the forefront of developments in policies, services and infrastructure that support open research at LSE.

Duties and Responsibilities

Knowledge and Experience
- Contribute knowledge of sector and technological developments relating to repository services and scholarly communication tools in relation to open research.
- Develop a detailed understanding of LSE's repository services to support open access to LSE research outputs with support from the Library Research Support Manager.
- With the Research and Innovation Division, provide relevant expertise and practical support for the LSE REF submission including open research requirements and information management of LSE REF outputs.
- Develop a broad understanding of open research including traditional and emerging modes of publishing, funder policies and payment models.
- Contribute to wider digital scholarship developments and other work of the Research Support Team as required for example bibliometrics and data management.

Service Delivery
- Contribute to the development and implementation of workflows to capture and share LSE research outputs via the institutional repositories (e-prints) and the Current Research Information System (PURE).
- Contribute to the ongoing development, testing and integration of PURE with LSE Research Online and other scholarly communications tools.
- Manage the processes, payment and reporting (internal and external) related to LSE's open access research outputs.
- Continue to review repository processes to ensure the service meets requirements of relevant

funder open access policies (including Research England and UKRI policies).
- Support other members of the Research Support team as required for example to provide bibliometrics and data management services.

Communication
- Help promote the services provided by the Research Support team and the Library to a range of LSE user groups.
- Provide consultation and advice to the LSE research community to support open access for LSE research outputs.
- Contribute to relevant compliance reports, LSE policies and consultations under the guidance and direction of the Research Support Manager and the Head of Digital Scholarship and Innovation.
- Contribute to the preparation of training and promotional materials for Research Support Services.

Teamwork and motivation
- Line management responsibility for a Library Assistant in the Research Support Services Team
- Work closely with colleagues in the Metadata team to manage the process of data entry into LSE Research Online and LSE Theses Online.
- Coordinate with the Library Subscriptions Team to oversee budgets and payment for open access outputs at LSE and to provide financial and compliance reports.
- Take an active part in the work of the Research Support Services team and the Library, ensuring that work, advice and support is contributed appropriately as a team member.

Liaison and Networking
- Collaborate with other units across the LSE, for example Research & Innovation Division and DTS, on initiatives to improve relevant systems and respond to sector policy changes.
- Participate in professional networks and groups relating to open research and digital repository management (e.g. UKCoRR).

Planning and Organisation
- Identify and prioritise future repository developments and ensure timely implementation of new processes and features.
- Work closely with the Research Support Manager to identify relevant sector developments and help to plan appropriate and effective Library responses.

Initiative and Problem Solving
- Monitor repository services to identify issues that require a solution or further investigation. Take responsibility for solving operational problems and addressing issues, involving the Research Support Manager where wider decisions or consideration is required.
- Work with colleagues to identify potential efficiencies in processes and systems to support the management of open research outputs at LSE.

General Responsibilities
- Contributing to the operation of public service points (Service Counter and Help Desk) as required.
- To act as the senior member of library staff in charge, with operational responsibility for staff on duty and all library services being offered to users, at weekends and evenings.
- To take an active part in special projects within the Digital Scholarship and Innovation Group as required.

Undertaking other duties in support of the work of the Library, as may be required by the Library Director 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.