



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite 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 post holder.

**Job Title:** Research Information Analyst and Open Access Officer  
**Contract:** Permanent, part-time (0.6 FTE)

**Department/Division:** Academic Services Group/Library  
**Accountable to:** Head of Academic Services Group  
**Reporting to:** Research Support Services Manager

### Job Summary:

The Academic Services Group supports research and teaching at the School by identifying information needs and, within the resources available, ensuring access to information sources which meet them. Close liaison with academic departments and a proactive approach are vital to the Group's success.

The post holder will take a lead on developing bibliometrics activities in the Library, providing expertise on citation analysis and the role of bibliometrics in evaluating research impact. The post holder will also be responsible for administering the LSE Institutional Publication Fund and overseeing the payment of article processing charges (APCs). This role will involve close liaison with the repository manager, academics, the Research Division and other groups in the School.

The initial focus of the post is expected to be in the areas listed below. This is a rapidly developing area and some of the specific responsibilities of this post are likely to change and develop over time.

### Duties/Responsibilities

#### Knowledge and Experience

- Working with the Research Support Services Manager and colleagues in the Research Support Services team to develop expertise in aspects of scholarly communication, particularly developments in Open Access and funder mandates
- Develop and maintain in-depth expertise in the area of bibliometrics, providing advice on the use of a range of traditional and emerging bibliometric indicators such as citations, journal impact factors and alternative metrics
- Develop awareness of copyright issues for institutional repositories and ability to check copyright permissions, journal compliance with funder mandates and the archiving of Open Access research outputs in LSE Research Online

#### Service Delivery

- Working with the repository manager, provide advice and support on Open Access publishing and funder requirements to staff



- Conduct bibliometric modelling analysis at School, department and researcher level to support evaluation of research, maximise exposure of research outputs, promote research success stories and inform planning and assessment activities
- Provide training in all aspects of bibliometrics to academics and support staff
- Offering input into longer term strategies regarding the development of Library services to support digital scholarship

#### **Communication**

- Close liaison with academics, the Research Division and other groups in the School on issues surrounding Open Access, Article Processing Charges (APCs), bibliometrics and scholarly communications
- Promote an understanding of bibliometrics and citation analysis and their role in the research environment
- Help to promote the services provided by Research Support Services and the Library to a range of LSE user groups, including academics, researchers and students
- Contribute to the writing of reports and briefings under the guidance and direction of the Research Support Services Manager

#### **Team work and motivation**

- Take an active part in the work of the Research Support Services team, the Academic Services Group, and the Library, ensuring that work, advice and support is contributed appropriately as a team member
- Work with colleagues in the Collections Services Team to monitor the payment of APCs in conjunction with the payment of journal subscriptions

#### **Liaison and Networking**

- Liaise with academic staff, academic support staff and publishers to develop the Library's support services in bibliometric analysis, routes to Open Access and funder requirements
- Develop knowledge and understanding of Open Access and bibliometrics issues through membership of, and active participation in, professional networks and groups. Share this knowledge with Library colleagues and other School support departments
- Support the Research Support Services Manager and the Head of Academic Services Group by collaborating internally with IT, Collections Services, and other units in the School as appropriate on initiatives to support the management and dissemination of LSE research outputs

#### **Planning and Organisation**

- Manage the LSE Institutional Publication Fund according to policy agreements and in consultation with the colleagues in the Library and across the School, including provision of regular forecasts and reports of expenditure
- Generate reports of School compliance with funder requirements on Open Access as required
- Contribute to the Research Support Services team operational plan, and take part in discussions and planning for the Academic Services Group plan
- Take an active part in the planning and management of projects, both within the Library and externally funded projects

#### **Initiative and Problem Solving**

- Use initiative and imagination to identify and develop bibliometrics services in consultation with the Research Support Services Manager
- Contribute to the development of Library policy and procedures in own areas of work and in Library-wide matters



### **Decision making**

- Provide expert advice on service developments to managers

### **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 Academic Services Group, and across the Library, as required
- Undertaking other duties in support of the work of the Library, as may be required by the Director of Library services from time to time

**Working hours:** 21 hours per week (part-time). Hours of work are detailed in the General Information sheet.

**Travel:** Travel to attend events related to the post will be required from time to time.

**Flexibility:** To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

### **Equality and Diversity**

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **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.