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: LSE Library (Digital Scholarship and Innovation Group)
Accountable to: Research Support Services Manager

Job Summary

One of three Groups within the Library, the role of the Digital Scholarship and Innovation Group (DSIG) is to increase the Library's knowledge and understanding of our users and, with them, to explore new ways in which the Library can support their research, learning and teaching. The Group is made up of three teams: Service Assessment and Development, Research Support Services and the Digital Library.
The Research Support Services team currently comprises 5 members of staff and leads on the following areas:

- Development and administration of LSE's institutional repositories, LSE Research Online (http://eprints.lse.ac.uk) and LSE Theses Online (http://etheses.lse.ac.uk).
- Development and management of the Library's Publishing Advice Service.
- Development and management of the Library's Bibliometrics Service.
- Development and management of LSE's Open Access funds.

In addition, the team (and the rest of the Group) has a remit to research and develop new and innovative services for the Library's users.

The main focus of the post is to be the Library's expert on the School's open access repositories, proactively contributing to the development of LSE Research Online and Theses Online, in support of the research activity of the School and for the post-2014 REF exercise. The role is outlined in the areas listed below and includes line management of a Library Assistant.

This is a full time role (35 hours per week) where regular evening and weekend duties are required.

Duties and Responsibilities

Knowledge and Experience
- Develop a detailed understanding of the use of digital repositories for capturing, describing, storing and disseminating a range of research outputs in various formats including journal articles, conference proceedings, theses, working papers, monographs and born-digital research outputs.

- With the Head of Digital Scholarship & Innovation Group, Research Support Services Manager and Digital Library Manager, proactively contribute to the strategic development of LSE's repository services.

- Develop a broad understanding of scholarly communications, including traditional and emerging modes of publishing, routes to open access, funder policies and copyright.

- Where opportunities arise, the postholder is expected to participate in bids for further externally-funded research and development projects, particularly in the area of research support.

- Support the Data Librarian in the area of research data management, particularly in relation to data sharing, reuse and description in an open access repository.

- Contribute to wider Digital Scholarship developments.

Service Delivery
- The postholder, with support from the Research Support Services Manager, will be responsible for developing and implementing workflows to capture, describe, share and preserve research outputs via the institutional repository and the Current Research Information System (CRIS), Pure.

- Working with Library and IMT colleagues, contribute to the implementation and ongoing development of integration of Pure with LSE Research Online, including regular testing, development of workflows and provision of training to users.

- Continue to develop, implement and review repository processes to ensure the service meets the requirements of relevant funder open access policies, including the HEFCE policy for open access, via efficient, measureable procedures to monitor compliance.

- Work with the Open Access Officer to support the administration of paid open access research outputs when required.

- Contribute to the Library's Information Skills Programme by delivering training sessions and one-to-one support on research support topics, particularly relating to repository use and open access.

Communication
- Help promote the services provided by the Research Support Services team and the Library to a range of LSE user groups, for example by working with the Communications Working Group and Academic Liaison Manager to coordinate open access advocacy via promotional materials and engagement with departments.

- Provide consultation and advice to researchers in the area of scholarly communications, including open access, copyright and related support services.

- Contribute to the writing of reports, briefings and funding bids under the guidance and direction of the Research Support Services Manager and the Head of Digital Scholarship & Innovation Group.

- Contribute to the preparation and updating of training and promotional materials for our services.

Team work and motivation
- Line manage a Library Assistant in the Research Support Services team, setting objectives and supervising work.

- Work closely with colleagues in the Resource Discovery and Metadata team to manage the process of data entry into LSE Research Online and LSE Theses Online, coordinate data integrity

tasks and ensure team members are supported appropriately.

- Take an active part in the work of the Research Support Services team, the Digital Scholarship & Innovation Group, and the Library, ensuring that work, advice and support is contributed appropriately as a team member.

Liaison and Networking

- Support the Research Support Services Manager and the Head of Digital Scholarship & Innovation Group in collaborating internally with units across the School such as Information Management and Technology (IMT) and Research Division on initiatives to support the management and development of the repository services.

- Generate and share repository usage reports to assess the effectiveness of the service, identify development areas and promote usage across the School.

- Work closely with departments across the School to seek opportunities for enhancing the management of LSE research outputs and actively support preparation for the submission to REF2021.

- Participate in professional networks and groups relating to open access and digital repository management best practice (e.g. UKCoRR).

Planning and Organisation
- Manage the identification and prioritisation of future repository developments and ensuring timely implementation of new processes and features.

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 Services Manager where wider decisions or consideration is required.

General Responsibilities
- Contributing to the operation of public service points (Service Counter) 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 & Innovation 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.

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.