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: Research Data Librarian

Department/Division: Library Services, Digital Scholarship and Innovation Group
Accountable to: Research Support 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 team currently comprises 5 members of staff and leads on developments in the following areas:
- LSE's institutional repositories, LSE Research Online (http://eprints.lse.ac.uk) and LSE Theses Online (http://etheses.lse.ac.uk).
- Publishing Advice Service.
- Bibliometrics Service.
- 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 post holder is responsible for providing expert advice and training to researchers and staff in both their use of research data resources and in creation and preservation of their own research data.

Working closely with the Research Support 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 (policies, services and infrastructure) in research data management at LSE and at the national and international level.

Duties and Responsibilities
Specific Responsibilities:

Knowledge and Experience
- Develop and maintain a thorough knowledge of best practice in the areas of datasets and research data management, advising the Research Support Manager, Head of Digital Scholarship and Innovation Group and Library Leadership Team of developments in these areas, and identifying appropriate opportunities for participation in institutional, national and international projects.
- Develop expertise as a Research Data Librarian through membership and active participation in

professional networks and groups related to data and research, sharing this knowledge with colleagues at LSE

- Under the direction of the Research Support Manager, work with the Repository Manager, Library colleagues, Information Management and Technology and groups across the School in the development of appropriate policies and structures for the collection, storage, preservation and reuse of data generated by LSE researchers
- Develop and maintain an awareness of data protection/GDPR and legal requirements in relations to research data.

Communication
- Contribute to the preparation and writing of proposals for development of new services in the area of datasets and research data management
- Write regular reports for the Research Support Manager and Head of Digital Scholarship and Innovation on data library and research data services
- Produce an advocacy programme for the Data Library and research data support services
- Contribute to the development and maintenance of the Library's research data management webpages

Teamwork and Motivation
- Be an active member of the Research Support Team and the Digital Scholarship and Innovation Group
- Contribute pro-actively to the Data Library team.
- Participate in Library and LSE-wide working groups on research data management

Service Delivery
- Provide expert support in the use of datasets to staff, researchers and taught postgraduate students
- Develop and provide research data management support services, including the provision of advice on data management plans, intellectual property rights and DOIs
- Organise and deliver training on data management and dissemination to staff, researchers and taught postgraduate students
- Lead the support and training on data management provided by the team of Academic Support Librarians

Initiative and Problem Solving
- Use initiative and imagination to identify and develop Data Library and research data management services in consultation with the Research Support Manager
- Use initiative and experience to analyse problems and devise solutions to issues which arise in the area of datasets and research data management

Liaison and Networking
- Liaise with colleagues within the Library and across LSE, particularly in Secretary's Division, Information Management and Technology and the Research Division, to develop services for research data management and the collection and curation of research data
- Liaise and develop partnerships with researchers and research groups in LSE and with data archives and data centres outside to develop structures and services for the collection, discovery and sharing of research data
- Represent LSE Library on relevant School wide groups and committees on matters of RDM

Planning and Organisation
- In conjunction with the Research Support Manager and Head of Digital Scholarship, investigate and develop policies and plans to provide services for the collection, storage, preservation and reuse of data generated by LSE researchers

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, at weekends and evenings
- Taking operational responsibility for staff on duty and all library services being offered to users
- To take an active part in special projects within the 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: Full time (35 hours per week). 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 may be required in the duties performed in order to meet the demands 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.

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