JOB DESCRIPTION

Job Title:	Scholarly Communications Manager	Grade:	SG 8
Department:	Greenwich Research & Enterprise	Date of Job Evaluation:	
Role reports to:	Head of Research Services		
Direct Reports	Institutional Repository Administrator Scholarly Communications Assistant		
Indirect Reports: Other Key contacts:			
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

- Greenwich Research & Enterprise is the University's central office responsible for developing a supportive research culture and establishing links with industry and enterprise. GRE works across four service areas: research development services, commercialisation and innovation services, research & enterprise training (including postgraduate administration and training) and business support services.

- The university is continuing to invest in its research development services and recognises high quality support is pivotal to its research environment and is seeking to recruit a Scholarly Communications Manager to join the GRE Research Development Services team at Greenwich.

- This role will lead the development of services related to research outputs, Research Data Management, metrics and other aspects of Scholarly Communications to meet the needs of the University's research community, external research funders, and the requirements of the Research Excellence Framework. In particular this will involve overseeing the ongoing development of the Institutional Repository – GALA (Greenwich Academic Literature Archive) - ensuring its effective use alongside other research management systems.

- As a representative of Research Services, the post-holder will advise senior managers and principle researchers in the planning, development and implementation of research data management practices that addresses the data lifecycle needs of researchers, through an effective operation strategy that efficiently collects, stores and preserves the university's research data outputs.

KEY ACCOUNTABILITIES:

Team Specific:
- Maintain a strategic overview of support for research activity across professional

services teams to ensure a co-ordinated and integrated approach to achieving the objectives within the University Research & Enterprise Strategy 2016-2021, advising and making recommendations to the Head of Research Services.

- Have overall responsibility for the Institutional Repository (GALA, based on ePrints) including setting direction, agreeing policies and working practices, and managing the Institutional Research Repository Administrator.

- Maintain support for the responsible metrics agenda and the existing Research Data Management policy and develop these in conjunction with developments by key funders and external bodies.

- Represent the University on appropriate external networks and fora relating to the management, storage and access of research outputs and research data.

- Develop collaborative working with Research Development Services colleagues to ensure proactive engagement with research data and outputs matters, including attendance at relevant University and team meetings.

- Ensure researcher needs and expectations are assessed, managed and met in relation to resources and services through engagement with user feedback and the external research funding and academic publishing environment.

- Ensure further development of the Institutional Repository, ensuring it complies with RCUK and HEFCE requirements and consider developments with regards to potential CRIS and research data management, assessment and reporting requirements.

- Support the Head of Research Services in preparing for the Research Excellence Framework submission including production of reports and analysis as required but with special focus on REF2 (outputs).

- Provide support and guidance on the use of bibliometric analysis for research assessment and planning.

- Be responsive to the changing landscape of information provision, institutional repositories, publishing options and research data/output storage in an open access and open data context, leading the development of training and awareness programmes for the University research community.

- Organise information on publishing and copyright to support researchers and to help promote scholarly communication models, including providing advice to academic research staff on Gold and Green Open Access publishing, archiving and associated repository support services

Generic:
- Participate in and develop external professional and subject networks, to promote the University and build relationships for future activities.

- Develop working relationships with JISC, the Digital Curation Centre and the Centre for Research Communications (and similar bodies) to ensure the effective use of

national, sectoral resources to support the University.

- Ensure effective communication with Library staff, ensuring they are aware of research issues and developments.

- Monitor developments and innovations in technology and professional practice likely to impact on the support required by the research community especially with regards to the Open Access/data environment.

- Contribute as an active member of the team, respecting the work of other team members, building team morale and motivation, and upholding the values of the University

Managing Self:
- N/A

Core Requirements:
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

Undertake any other duties as requested by the [e.g. PVC, FOO etc.] or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that [Name of service area] delivers the required level of service.

KEY PERFORMANCE INDICATORS:
- Research outputs are deposited in the institutional research repository and processed in a timely manner
- Research data produced as a result of externally funded projects is registered with the University, whether it is hosted by the University or elsewhere.
- To ensure the University is compliant with the terms of Open Access required by research funders and the REF
- Contribution to team effectiveness and development of GRE Research Development Services for academic staff

KEY RELATIONSHIPS (Internal & External):
Internal
- Academic Research Staff
- GRE Staff
- Information & Library Services Staff
- Directors of Research & Enterprise

External
- JISC
- Digital Curation Centre
- ARMA, CILIP,etc special interest groups

PERSON SPECIFICATION	
Essential	**Desirable**
Experience • Knowledge of current research issues in higher education, trends in scholarly communication and Open Access publishing • Experience of working in a complex organisation • Experience of managing complex information, data archiving and records management • Experience administering an institutional repository, especially using ePrints • Knowledge of publication processes and related copyright issues • Experience of IT project management, ideally of research output database(s) • IT literate, with experience of systems relevant to the role	**Experience** • Research support or planning experience in Higher Education, in particular relating to information and systems • Experience of supporting research activities in a higher education library • Experience of developing and delivering training to a variety of audiences, including postgraduate research students, early career researchers, and mid- and established researchers
Skills • Excellent and persuasive presentational skills (oral and written) • Confident communicator who is able to develop and maintain effective links and working relationships with a range of staff within the University, in particular senior academic staff • Self-motivated, managing complex and varied workload with minimum	**Skills** • N/A

supervision • Ability to initiate, plan and manage complex projects and activities • Excellent project and time management skills, delivering to strict deadlines and under pressure • Ability to analyse, interpret and communicate complex documentation and information • Proficiency in using a variety of information and management systems, ability to work with complex spreadsheets and databases • A methodical approach, with an aptitude for accuracy, numeracy and attention to detail • Project a positive and professional image at all times **Qualifications** • Undergraduate degree or equivalent experience **Personal attributes** • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity	**Qualifications** • Chartership or equivalent Membership of a relevant professional body **Personal attributes** • N/A