



JOB DESCRIPTION

NB:

- Please read the Guidelines for Compiling a Job Description before completing this form.
- This job description is subject to change depending on operational, financial, strategic and other needs of the University.
- The duties listed herein are not intended to be an exhaustive list and the incumbent is expected to perform other related duties incidental to the work described in this document.
- Existing jobs will only be re-evaluated if there are significant changes of a long term nature from date of last evaluation (refer to Job Evaluation Policy)

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|---|---|
| Job Title: | Manager: Scholarly Communications & Repositories |
| Position Numbers (If it's an existing position): | 5407 |
| Job Code (If it's an existing position): | |
| Job Level: | 6 |
| Date Evaluated: | 2022/06/09 |
| Faculty and/or Department: | Department of Library Services |
| Division/Section: | Scholarly Communications |
| Position reports to: | Deputy Director: Scholarly Communications, Digital Services and Systems |
| Compiled By: | Deputy Director: Scholarly Communications, Digital Services and Systems |
| Date Compiled: | 25 May 2022 |
| Approved By: | Director: Department of Library Services |

Job Purpose

The role will lead the Scholarly Communication activities, supervising a core team of librarians and specialists and providing leadership on coordinated Open scholarship, Research Data Management, and Copyright services, as well as open access initiatives throughout the library. The role will develop a unified, sustainable set of services and resources in support of open access methods and open scholarship practices, including consultative services, training, and guidance in relevant tools and resources, community engagement, and digital project advice and support. He/she will build strategic partnerships and engage directly with University researchers and other stakeholders to ensure that services are strategically aligned with and responsive to the evolving research landscape.

Key Responsibilities

| Key Performance Area 1: | Strategic Leadership | (20%) |
|--|-----------------------------|-------|
| <ul style="list-style-type: none"> ● Give input to strategic leadership to advance research, education, and innovation around Open scholarship, Research Data Management, and Copyright services. ● Oversee the evaluation, development, and ongoing maintenance of scholarly communications projects with faculty and students across disciplines and platforms, including DLS's open access repositories, online journal publishing services, and the development of innovative applications that convey the research of UP's scholars online. ● Coordinate the development and promotion of the library's scholarly communication initiatives and outreach activities focused on access to and impact of UP-based research and scholarship. ● Ensure the appropriate strategies, business plans, policies, and procedures are developed, approved, communicated to the relevant stakeholders, and implemented so that the Departmental strategic imperative is met. ● Oversee day-to-day operations of Open scholarship, Research Data Management and Copyright services. ● Interpret developments within faculties and communicate to the DLS' strategic plan. ● Create and execute strategies that are intended to achieve established goals to satisfy key organizational goals. ● Benchmark Open scholarship, Research Data Management and Copyright services against international best practices. | | |
| Key Performance Area 2: | Open Scholarship Management | (10%) |
| <ul style="list-style-type: none"> ● Develop and implement an educational and instructional program to increase UP's community awareness of copyright, Open Access, and other scholarly communications issues. ● Work with DRI's Legal, and other university groups to coordinate activities and problem solve on author agreements, compliance issues, and licensing ● Develop and maintain a broad network of partners among faculty, scholars, postgraduate students, and administrators and committees in campus and system-wide offices to inform, support, and advance the library's scholarly communication programmes and goals. ● Serve as DLS' advocate for Open Access, speaking and writing about the issues in UP channels and via the website. ● Consult and advise on publishing agreements, and retention of the right to deposit materials in the institutional repositories. ● Develop and maintain the University Libraries' Scholarly Communications web presence. ● Participate in local, regional, and national groups and initiatives related to scholarly communications, copyright, and related issues. | | |

- Work in concert with institutional repository and open access-publishing team members across multiple departments to promote tools and platforms related to scholarly publishing and digital scholarship.
- Work to promote Open Educational Resources and lower the cost of textbooks for students at UP.
- Manage and coordinate the Open Access Article Processing Charges (APCs) function for the University and investigate the establishment and maintenance of publisher pre-payment schemes.
- Responsibility for maintaining records of financial and compliance data (on an appropriate database such as Sharepoint) and informing DLS EXCO of OA activity and levels of compliance.

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| Key Performance Area 3: | Research Data Management | (10%) |
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- Lead, Research Data Management to design and implement strategies and plans that will help UP's researchers achieve maximum benefits of research data management and sharing while meeting funding agencies, publishers, and institutional requirements.
- Review and design data management planning education, guidance, and templates by consulting international best practices and available data management plan (DMP) to help UP researchers reap maximum benefits from data management planning.
- Serve the UP research community by conducting a variety of workshops, organising symposiums/seminars/talks/roadshows, and providing online self-help to promote good research data management best practices, responsible data sharing, and open science, in collaboration with other RDM Team members, Library colleagues, etc.
- Develop turnaround and advisory guidelines for the RDM Team to ensure that response and advice to enquirers and data depositors are given in an effective and timely manner and guide RDM Team members in meeting agreed standards.

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| Key Performance Area 4: | Repository Management | (5%) |
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- Oversee the ingest of faculty publications and other scholarly outputs into UPSpace.
- Track and oversee the ingest of dataset outputs into the Figshare repository.
- Ensure training is given to university staff on using the UPSpace and Figshare.
- Support research data repository services.
- Work with researchers, data curators, key campus partners, and library staff to maintain efficient and effective curation and data deposit workflows
- Participate in the development of new data repository infrastructure
- Proactively engage with RDM services stakeholders and IT staff to identify and implement improvements to repository operations, workflows, and infrastructures for the Figshare repository
- Work with RDM services stakeholders and IT staff to troubleshoot and solve problems with ingesting, discovery, and access.
- Provide analytics reporting on repository usage and performance.
- Serve on committees and working groups; represent the DLS on campus, nationally, and internationally in appropriate professional venues, and engage in professional activities outside of the University to stay up to date on developments in digital repository services and related professional areas.

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| Key Performance Area 5: | Copyright Management | (5%) |
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- Serve as a resource on licensing policies, as well as copyright compliance issues related to Creative Commons, fair use, and Open Access.
- Monitor national copyright and intellectual property trends and policy issues.
- Provides services, consultations, and guidance—as information, not legal advice—to faculty, students, staff, and other members of the University community on copyright, fair use, authors' rights, content rights for text and data mining, Creative Commons licensing, permissions, public performance rights, UP's IP Policy, and related rights issues that connect to research, teaching, and library services.

- Prepares and maintains information and materials regarding open access, copyright, fair use, authors' rights, open educational resources(OERs), and other related scholarly communication issues in support of creation, dissemination and re-purposing of scholarly content.
- Plans and promotes initiatives and outreaches on topics related to scholarly communications, including copyright and fair use; open access and related University resolutions and policies; scholarly publishing and authors' rights; digital platforms for research sharing and dissemination; and open educational resources.
- Monitors regularly and engage with the national and international professional communities on issues in copyright and scholarly communication affecting libraries and universities, to provide support for decision making and alert staff to changes and opportunities related to library resources and services
- Liaises with the DRI's Legal Office on matters related to Copyright, and develops instructional materials for educational programming and training, especially related to copyright, IP, or other scholarly communication issues.
- Manages the Copyright risk register

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| Key Performance Area 6: | Marketing and Stakeholder Engagement | (10%) |
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- Establish and manage relationships with UP researchers and infrastructure providers to ensure UP's research is discoverable in accordance with the FAIR principles (Findable, Accessible, Interoperable, Reusable).
- Develop and maintain relationships with key stakeholders, including UP's academics, the DRI Office, and external bodies such as COAR, CODATA, Funders, Publishers, etc.
- Liaise with the Library Marketing Team to increase the visibility of the open scholarship services
- Participate in professional activities on a regional, national, and/or international level as well as outside the library (including corporate projects).
- Act as an advocate for Library, both within the University and the wider academic community, providing a clear and forward-looking approach for moving from a compliance culture to an open science culture.
- Provides representation for University's institutional repository and research data portal contribution to the HE libraries initiatives, and liaison with peers.
- Stay updated with changes in the University, Higher education arena (research, teaching, and learning), and international trends.
- Participates in library and University committees, projects, strategic initiatives, and other duties as assigned by the Deputy Director: Scholarly Communications, Digital Services and Systems.

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| Key Performance Area 7: | Project Management | (10%) |
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- Take projects from original concept through final implementation.
- Collaborate across departments, align resources, track key milestones and risks, deal with complex initiatives and evaluate projects.
- Provide regular reports and updates as requested.
- Support the implementation of research-oriented identifiers such as ORCID and ISNIs, working with Institutional Stakeholders, i.e. Web Services & DRI, etc.
- Investigate and integrate new products, services, and tools into work processes.

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| Key Performance Area 8: | Human Resources Management | (15%) |
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Responsible for Human Resource Management activities for all reporting staff e.g. approval of leave, performance management, training, job descriptions, as contracted.

Performance management

- Performance management is an on-going process and is used as a management resource with which to implement the organization's strategies and goals and manage staff development needs.

- Role/job descriptions for all team members exist, are continuously updated and are in line with the UPLSs' strategies.
- Ensure that library staff is professionally developed and the attendance of appropriate programs by library staff continues

Climate

- **A shared meaning for the values of the UPLS exist and are adhered to**
- The working climate is sensitive to the dynamics of the external environment
- Promote positive attitudes
- A Healthy, positive and emotionally safe working climate exists for creative service

Diversity management

- **Team composition promotes Library Services' diversity goals.**
- The value of diversity in the unit is recognized and exploited to the advantage of the UPLS.
- A development plan for diversity

Conflict handling

- Conflict is handled to the advantage of the persons involved, the team

Time Management

- The leader and team members meet all deadlines
- Help team members to understand and implement good time management and act as a role model
- Staff is available at all times at service delivery points

Identification and development of staff potential

- Every team member is afforded the opportunity to develop to his/her full potential in line with the needs of the organization
- Take responsibility for the attendance of training sessions by relevant staff members in faculty libraries

Optimal use of existing expertise

- Skilled personnel are recruited, retained and employed to the advantage of the whole organization.
- Staff have the skills to realize strategies

Communication

- Management is informed about matters arising from the team and/or client groups.
- The team is informed of strategic and tactical decisions
- Interfaces with faculty, academic departments and internal units are created and maintained

Mentoring

- Mentorship relationships are established

Facilitation/Team leadership

- Team members are enabled to make decisions
- Participative decision making takes place
- The team shares the same vision and mental models
- Synergy and interdependence

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| Key Performance Area 9: | Change Management | (5%) |
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- Continuous re-positioning of the faculty library to meet the demands of the changing dynamics of the profession and the external environment as well as the DLS' strategies
- Act as a change agent and drive changes in the faculty library and faculty

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| Key Performance Area 10: | Operations Management | (5%) |
| <ul style="list-style-type: none"> • Manage budgets for the scholarly communication activities • Notice where the library environment can be improved and makes suggestions or improvements accordingly • Coordinate all IT related matters t This includes but not limited to, reporting IT problems, updating the IT asset register and updating of the scholarly communication web page • Collaborating with IT Services to ensure high levels of systems availability, functionality, integrity, and efficiency • Give input in operational, tactical and strategic decisions • Implementing the delivery of traditional and new services such as Scholarly Communication, Bibliometric Analysis, Altmetrics, and Research Data Management (RDM) to the faculty | | |
| Key Performance Area 11: | Professional Development and Contribution | (5%) |
| <ul style="list-style-type: none"> • Improve subject and professional knowledge and skills continuously • Integrate new products, services and tools into work processes • Determine the impact of changes in the University, Higher education arena (research, teaching and learning) and international trends on products and services. • Translate and implement Library strategies in own work environment • Lead Library working groups and projects • Involved in professional activities outside the library • Share expertise in training initiatives • Involved in professional activities on a regional, national and/or international level • Participate in corporate projects | | |

Job Requirements

Qualifications

| Minimum | Desirable |
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| <ul style="list-style-type: none"> • A 4 year B degree in Library and Information Science or an Honours degree in Information Science/Library Science (e.g. BIS, BLS, BIBL) | <ul style="list-style-type: none"> • A Masters in Library and Information Science or equivalent advanced degree • A law qualification or background • Copyright and Intellectual Property legislation as a subject |

Experience

| Minimum | Number of years |
|---|---|
| <ul style="list-style-type: none"> • Experience working as a specialist scholarly communication or RDM librarian • Experience in a supervisory/management position • Experience in an academic or research library setting • Experience and skills in copyright, legal and ethical matters related to open access (OA) and research data management, and familiarity with rights management issues in digital environments. | <ul style="list-style-type: none"> • 5 years experience of which 2 years is in a supervisory/management position |

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| <ul style="list-style-type: none"> Experience providing guidance and support to researchers and scholars related to (a) open access and RDM, b) Copyright and IP licensing. | |
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| Desirable | Number of Years |
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| <ul style="list-style-type: none"> Experience providing instruction (training) in an academic environment | <ul style="list-style-type: none"> 3 years |

Any Other Additional Requirements (e.g. Licence, Certification and Professional Registration)

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| <ul style="list-style-type: none"> Specific expertise in terms of IT applications e.g. repository software (DSpace, Figshare) |
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Competencies (Knowledge, Technical Competencies and Behaviours)

| Knowledge | Proficiency Level |
|---|-------------------|
| Identify and promote digital tools to enhance research visibility and impact i.e. SciVal, Web of Science, Scopus or Google Scholar | Expert |
| Knowledge of digital object management infrastructure such as repositories (e.g. DSpace, and Figshare). | Expert |
| Knowledge of research processes and the role of publishing and managing data within contemporary research and scholarship. | Expert |
| Knowledge of digital object management infrastructure such as repositories (e.g. DSpace, and Figshare). | Expert |
| Knowledge of research impact metrics documentation and analysis methods, i.e. SciVal, Web of Science, Scopus or Google Scholar, and | Expert |
| Knowledge of academic research and publishing processes. | Expert |
| Knowledge of how to use the publishing platforms -Open Journal Systems, and Open Monograph Project | Expert |
| Familiarity with metadata standards and formats used in digital research environments (e.g. Dublin Core, DDI, ORCID, DOI). | Expert |
| Knowledge of research impact metrics and platforms. | Expert |
| Knowledge of research impact metrics documentation and analysis methods, i.e. bibliometrics, SciVal, Web of Science, Scopus or Google Scholar, and Altmetrics | Expert |
| Develop and implement guidelines and procedures for OA functions | Expert |
| Knowledge of copyright and Intellectual Property legislation | Expert |
| Knowledge of open access publishing and dissemination, such as repositories and platforms (e.g. DSpace, Figshare, OJS) | Expert |
| Knowledge of research lifecycle | Expert |
| Familiarity with standards and formats used to enhance discoverability in digital research environments (e.g. Dublin Core, DDI, ORCID, DOI) | Expert |
| Develop policies training and marketing materials | Expert |
| APCs and Transformative Agreements | Expert |
| Technical Competencies | Proficiency Level |
| Database management | Expert |
| Administration and advanced and accurate record-keeping using word processing, spreadsheets, databases and web-based systems for metadata quality | Expert |
| Computing or IT-related technologies | Expert |

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| Excellent computer skills, with proficiency in a Windows environment and with MS Office applications | Expert |
| Ability to train and teach concepts and practical skills. | Expert |
| Project management skills. | Expert |
| Ability to manage a range of media and follow processes, ensuring accuracy of records, and maintenance | Expert |
| Ability to communicate using a range of media and follow processes, ensuring accuracy of records, and maintaining | Expert |
| DSpace and Figshare repository software | Expert |
| Use of web interfaces e.g. Libguides | Expert |
| Behavioural Competencies | Proficiency Level |
| Ability to prioritise and organise work to meet service objectives Expert | |
| Team builder, leader and motivator (supervising others) | |
| Problem solving | |
| Analytical skills | |
| Proactive customer service and complaints handling | |
| Negotiating skills | |
| Commitment to diversity in the workplace or community | |
| Strong organisational skills, flexibility, and the ability to work with cross-functional teams | |
| Ability to work collaboratively and to communicate well with various people in different contexts | |
| Strong organisational skills, flexibility, and the ability to work with cross-functional teams | |
| Strong oral and written communication skills and problem-solving ability | |
| Ability to lead and initiate university or library projects | |
| Commitment to diversity in the workplace or community | |
| Demonstrated leadership and teamwork, including managing others directly, working collaboratively, and mentoring junior colleagues | |
| Commitment to diversity in the workplace or community | |
| Ability to be adaptable and resourceful in meeting service demands | |
| Willingness to experiment, take risks, and accept responsibility for outcomes; capacity to see the need for action and act appropriately; and the expertise to monitor, analyse, and adapt OA current trends | |

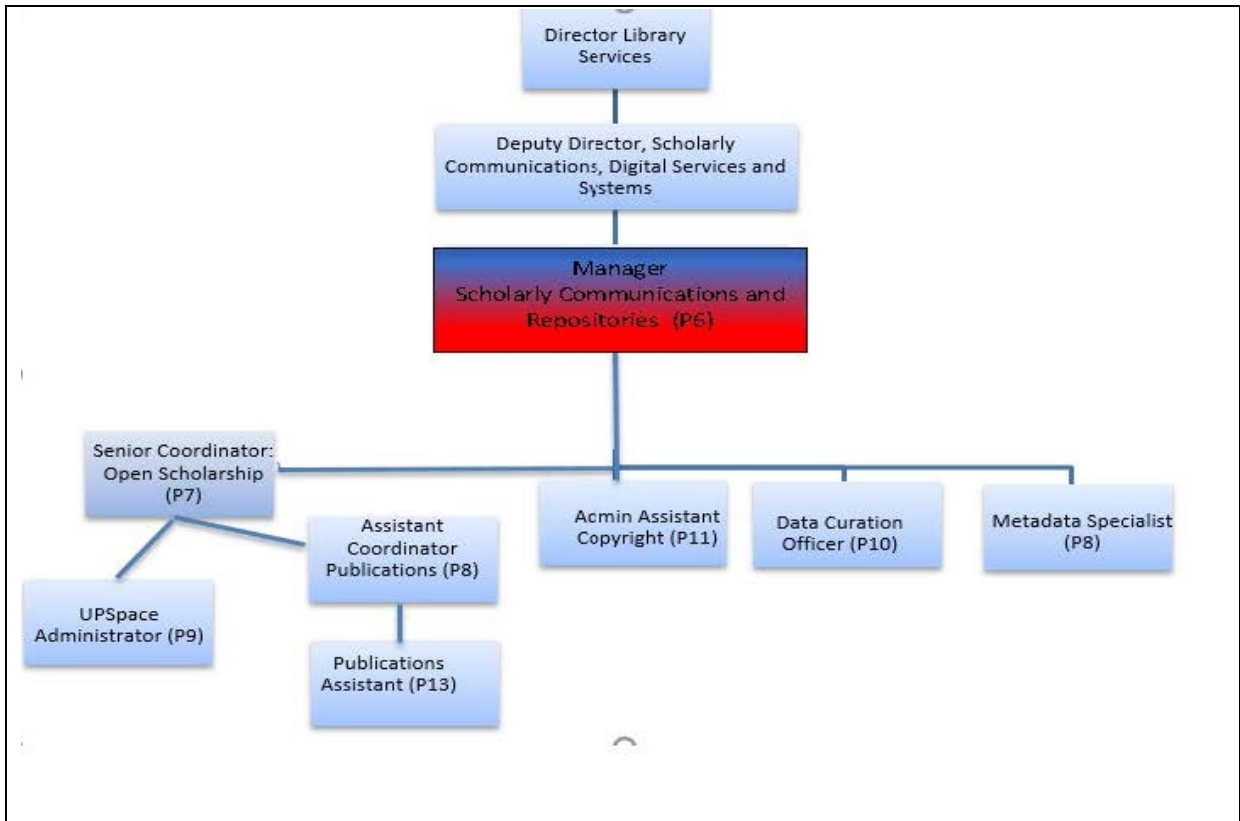
Communication and Liaison

| Internal Stakeholders (80%) | External Stakeholders (20%) |
|--|--|
| <ul style="list-style-type: none"> ● Information Specialists ● Research Commons Librarians ● Digital Scholarship Unit <ul style="list-style-type: none"> ○ Library Information Technology Services ○ Library Systems ○ Digitisation Unit ● Library Technical Services: cataloguers ● Special Collections Unit staff ● Department of Research Innovation ● Researchers (Academic staff and students) ● Heads of Academic Departments ● Deans of Faculties ● UP IT Services Department | <ul style="list-style-type: none"> ● Publishers ● Funders ● DSpace Consortium ● CHELSA ● Figshare ● NeDICC/DIRISA ● CODATA/RDA/ DataCite ● COAR ● ND LTD ● SPARC/IPRES/DCC ● Creative Commons ● ASSAf ● Academic Publishers Association |



- IGAPP Unit staff
- Registrar's Office
- UP Webmaster
- Research coordinators at Faculties

- OASP
- Crossref/DataCite
- Public Knowledge Project (PKP)
- Others

Organisational Structure



Additional Job Dimensions

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|---|--|--------------------|
| Number of Direct Subordinates | • 7 | |
| Next Potential Career Move (Lateral and Hierarchical) | • Deputy Director | |
| Working Conditions & Physical Requirements | • | |
| Line Manager Signature | | Date: |
| HOD/Deputy Director Signature |  | Date: 13 July 2022 |
| Dean/Director Signature | Acting  | Date: 13 July 2022 |
| Executive/Vice Principal Signature (if job reports to Executive/VC) | | Date: |

For Office use only - To be completed by HR

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|-----------------------------|---|
| Previous Job Title: | Assistant Director: Library Services |
| Previous Job Level: | 6 |
| Job family: | |
| Benchmark Positions: | Choose an item. |
| | Click here to enter text. |
| Remchannel Code: | |