Open Access Advisor

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>2789</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Library</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 4 £27,215 - £30,176</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Fixed Term until 30 June 2021</td>
</tr>
<tr>
<td>Hours:</td>
<td>21 hours per week / 0.6 FTE</td>
</tr>
<tr>
<td>Location:</td>
<td>New Cross, London</td>
</tr>
</tbody>
</table>

Closing date for applications: **24th November 2019**

Interviews: Week commencing **2nd December 2019**

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

Passionate about advancing equality and celebrating diversity.
Together, we are different.
The Directorate

The student experience is at the centre of everything we do here at Goldsmiths. Whether it be through our research inspired teaching, an ever innovative curriculum or vibrant extracurricular and support offering, we have an unshakeable commitment to improving the experience of our diverse population.

The Student Experience Directorate is the part of Goldsmiths Professional Services that leads on the development and provision of outstanding student facing services. The directorate is responsible for ensuring that every student at Goldsmiths has an excellent student experience.

The Directorate is made up of five areas:

1. Student Recruitment
2. Student Administration
3. Student Support Services
4. Library Services
5. Careers & Employability

Working collaboratively, the directorate aims to attract the best talent possible to Goldsmiths, to steward them from enquiry to application and enrolment, and then subsequently into their student experience, supporting them to be successful students and graduates. The team coordinates a suite of co-curricular activities in order to develop and support our students and works in partnership with our academic departments.

The Library

Goldsmiths Library serves over 8,000 readers: staff and students of Goldsmiths and external users. Its collections cover the Arts, Humanities and Social Sciences and relate to the teaching and research of the College. In addition to some 300,000 books and 3,600 print and electronic journals, it contains extensive audio-visual and school
practice collections, as well as a growing number of special collections and archives which reflect the College’s interest in the creative and performing arts. The Library has recently taken responsibility for the Goldsmiths Art Collection, and is working with stakeholders to identify and manage the art works.

Published materials (print, electronic and audio-visual) are catalogued on the Aleph library management system while CALM is used for archival cataloguing. Through our Online Research Collections: Goldsmiths Research Online (GRO), Goldsmiths Journals Online (GOJO) we provide a comprehensive online environment for our research and intellectual interests.

The Library is housed in the Rutherford Building which it shares with IT and Information Services. This offers a mix of social, group and silent study spaces together with over 200 open access computers.

The Library employs some 70 staff (c40 fte) working in three sections: Academic Services, Discovery Services and Reader Services.

For further information see [http://www.gold.ac.uk/library](http://www.gold.ac.uk/library)

**Job description**

**Reporting to:** Online Research Collections Manager

**Summary:**

As Open Access Advisor you will be based within the Online Research Collections team which is part of Academic Services. You will provide immediate advice and support to Goldsmiths academics, postgraduates and professional staff on all aspects of Open Access and in particular the compliance requirements for REF2021 and UKRI. You will review and deposit all research outputs submitted to Goldsmiths Research Online, train academic staff, produce reports and promote Open Access to the wider academic community. You will be a self-motivated individual with the ability to communicate to a wide range of stakeholders. This post will require you to do desk work.
shifts at the Library as required. This may be at a time between 11am – 7pm on a Friday (to be agreed at the recruitment stage).

**Specific Duties:**

The post holder is required to carry out the following duties:

- Supporting academics to comply with the Open Access requirements for REF2021, UKRI and the EU

- Raise awareness of Open Access among all academics and professional colleagues

- Reviewing and adding metadata to all submissions to Goldsmiths Research Online

- Collating information and statistics to provide Open Access reports to UKRI, JISC and for internal audit purposes

- Training and advising academics on use of Goldsmiths Research Online and all aspects of Open Access

- Providing advice on ‘Green’ and ‘Gold’ Open Access in relation to Goldsmiths Statement on Open Access

- Support the presentation of ‘Practice Research’ in an online environment

- Provide advice and support on Research Data Management

- Providing a point-of-contact for users using GRO, responding to requests and delivering advice and assistance to resolve issues

- Deliver presentations to academic departments, library colleagues and postgraduates
• As required provide support on Goldsmiths Journals Online and other work within the Online Research Collections team

• Liaising with researchers and colleagues within the Library and the Research and Enterprise Office

• Liaise with Co-Sector our external hosting service for Goldsmiths Research Online

• Be proactively engaged with developments around Open Access, practice research and institutional repositories

Generic Duties:

• At all times to comply with the Data Protection Act, and College and Service information handling procedures.

• At all times to carry out your responsibilities with due regard to the College Code on Equality and Diversity / Dignity at Work Policy.

• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.

• At all times to help maintain a safe working environment by attending training as necessary and following the College’s Health and Safety Codes of Practice and Policy.

• You will be required to undertake any other duties as may reasonably be required.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.
The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- **A** = Application form
- **I** = Interview
- **C** = Certificate
- **R** = Reference
- **T** = Test
- **P** = Presentation

<table>
<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>A degree level qualification</td>
<td>A, C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential Criteria 2 - Experience</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of collecting, organising and editing information</td>
<td>A, I, T</td>
</tr>
<tr>
<td>Experience of delivering training and producing written documentation</td>
<td>A, I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desirable Criteria 2 - Experience</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of Open Access publishing</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential Criteria 3 – Knowledge</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of Open Access, academic publishing, copyright and Creative Commons</td>
<td>A, I</td>
</tr>
<tr>
<td>Knowledge of institutional repositories</td>
<td>A, I</td>
</tr>
<tr>
<td>Knowledge of Open Access in relation to REF 2021</td>
<td>A, I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desirable Criteria 3 – Knowledge</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of Practice Research</td>
<td>A</td>
</tr>
<tr>
<td>Knowledge of file format standards</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential Criteria 4 – Skills</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to plan and organise your workload according to shifting priorities</td>
<td>A, I</td>
</tr>
<tr>
<td>Ability to review and analyse work processes to help improve workflows</td>
<td>A, I</td>
</tr>
<tr>
<td>Strong written, oral, and interpersonal skills</td>
<td>A, I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desirable Criteria 4 – Skills</th>
<th>Category</th>
</tr>
</thead>
</table>
Basic image and video editing software skills

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact: Ozden Sahin o.sahin@gold.ac.uk.

Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library
Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

*Thank you for your interest in working with us, we wish you all the best with your application.*