REF Assistant

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>2790</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>17.5 hours per week / 0.5 FTE</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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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.
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  

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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

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**Job description**

**Reporting to:** Online Research Collections Manager

**Summary:**

This role with provide direct support to REF Project Officer in supporting and preparing Goldsmiths submission to REF2021. Using tools such as our institutional repository Goldsmiths Research Online, REF2021 plug-in, SharePoint and Excel you will update research output records, gather information on Open Access compliance and produce regular reports for REF Working Group. You will work closely with colleagues in the Online Research Collections team who manage Goldsmiths Research Online and provide advice and guidance to academics on all aspects of REF2021. This post will require you to do desk 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:

- Provide administrative support to REF Project Officer
- Add and edit metadata to research outputs in Goldsmiths Research Online
- Gather information on the Open Access compliance of Goldsmiths REF submission and produce regular reports for REF Project Officer and REF Working Group
- Under instruction liaise with colleagues in HR on identifying eligible academic staff for REF
- Support the use of SharePoint by academic departments in their REF preparations
- Work with REF Project Officer to identify improvements to REF2021 plug-in and processes for REF2021 submission
- Liaise with individual academics and departmental administrators to support their use of Goldsmiths Research Online
- Provide guidance and advice on REF2021 Open Access requirements to individual academics and departmental administrators

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     C = Certificate
I = Interview            R = Reference
T = Test / P = Presentation

<table>
<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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<tbody>
<tr>
<td>Educated to degree level</td>
<td>A, C</td>
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<table>
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<tr>
<th>Essential Criteria 2 - Experience</th>
<th>Category</th>
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<tbody>
<tr>
<td>Experience of working with academics</td>
<td>A, I</td>
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<tr>
<td>Experience of collaborating with different departments within HE</td>
<td>A, I</td>
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Desirable Criteria 2 - Experience
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<th>Essential Criteria 3 – Knowledge</th>
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<tr>
<td>Basic working knowledge of REF 2021</td>
<td>A, I</td>
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<tr>
<td>Knowledge of Open Access in relation to REF 2021</td>
<td>A, I</td>
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<tr>
<td>Desirable Criteria 3 – Knowledge</td>
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<tr>
<td>Knowledge of Practice Research</td>
<td>A</td>
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<tr>
<td>Knowledge of multimedia platforms</td>
<td>A</td>
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<tr>
<td>Knowledge of academic publishing</td>
<td>A</td>
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<tr>
<td>Essential Criteria 4 – Skills</td>
<td></td>
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<tr>
<td>Excellent communication and customer service skills</td>
<td>A, I</td>
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<tr>
<td>Accomplished in the use of Excel and spreadsheet management</td>
<td>A, I</td>
</tr>
<tr>
<td>Meticulous attention to detail</td>
<td>A, I, T</td>
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<tr>
<td>Excellent organisation and time management skills</td>
<td>A, I</td>
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<tr>
<td>Desirable Criteria 4 – Skills</td>
<td></td>
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<tr>
<td>Minute taking skills</td>
<td>A</td>
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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.