

Research Information Coordinator (1.0 FTE)

Research Department

The Role

Job Title:	Research Information Coordinator 1.0FTE
Location:	Glasgow, Blythswood House
Reports to:	Research Information Manager

Purpose:

The Research Department provides academic and professional support to the Glasgow School of Art's academic staff and postgraduate research students (PGRs). The departmental team focuses on staff research, doctoral studies, impact, knowledge exchange, innovation, the professional development of researchers, research finance, assessment processes such as the Research Excellence Framework (REF), the strategic management and governance of research – and managing RADAR, the repository of research outputs created at GSA (radar.gsa.ac.uk).

The Research Information Coordinator plays a key role in supporting the digital collection and dissemination of academic research outputs and data in RADAR, promoting open access (OA) publication and open research, and managing data to inform the development, oversight and assessment of research.

Principal Accountabilities:

- Play a key role in expanding the volume and range of research outputs collected in GSA's research repository RADAR, including by managing output deposits, ensuring metadata accuracy and the correct presentation of work, enhancing discoverability, and monitoring engagement.
- Promote the service and provide advice and one-to-one guidance to academic colleagues on wider aspects of scholarly communications, including by producing documentation and providing training.
- Take responsibility for the technical infrastructure of RADAR, including developing its functionality and user interface, troubleshooting, ensuring interoperability with other systems, and liaising with the repository software and hosting provider (EPrints).
- Develop and implement GSA's approach to OA publication and research by acting as GSA's specialist point of contact, advising academics and PGRs on OA strategies, analysing data, reporting on compliance, and updating GSA's Open Access Manual and processes.
- Enhance RADAR functionality, development and guidance to support GSA's REF submission and Annual Research Planning processes.
- Produce management information about GSA's research to support our REF planning and submission.

- Develop appropriate policies and standards for RADAR, such as those relating to compliance with the requirements of funders and publishers, metadata, and accessibility.
- Support Research Data Management, including by advising colleagues on good practice, and monitoring compliance with the expectations of research funders and the REF.
- Advise researchers and PGRs on copyright, licensing and other intellectual property issues relating to academic publishing and dissemination.
- Manage thesis deposit processes for PGRs.
- Demonstrate commitment to equal opportunities and widening participation.
- Undertake other tasks commensurate with the grade and nature of the post, as directed by your line manager, including participation in relevant sector networks and professional groups.

Relationships:

The Research Information Coordinator reports to the Research Information Manager.

Internal:

- Research department colleagues, including the Head of Research and the Head of Research Support Services
- Research active members of GSA staff
- GSA Research Committees and Research Leads Group
- GSA Library services
- GSA IT services.

External:

- EPrints Services at University of Southampton, and the EPrints UK User Group
- UK Council of Research Repositories (UKCoRR) and other sector bodies and networks relevant to the role
- External organisations involved in open research and Open Access for HEI research publishing
- Digital Curation Centre (DCC).

Qualifications:

Essential:

- An undergraduate or postgraduate degree

Desirable:

- An undergraduate or postgraduate degree in Library and Information Studies or an equivalent subject area

Knowledge and experience:

Essential:

- Relevant experience in a library, archive or research repository environment, including working with users, and working with integrated systems such as a library management system or a collection management database
- Experience in the development / day-to-day management of an institutional repository, for example troubleshooting technical issues, and overseeing submission of appropriate content
- In-depth knowledge and experience of Open Access publishing and licensing models, individual publisher policies, rights retention strategies, and the requirements of funders and the REF, as applied in practice to academic research
- Demonstrable familiarity with cataloguing and metadata standards, and with classification schemes, particularly as applied within repository systems or equivalent.

Desirable:

- Good knowledge of copyright and intellectual property in the context of academic publishing
- Knowledge and ideally experience of REF submission processes
- Knowledge and ideally experience of Research Data Management support
- An awareness and understanding of research in the creative arts.

Skills

Essential:

- Ability to communicate accurate and relevant information and guidance regarding services and systems, in a manner that demonstrates effective interpersonal skills
- Ability to work individually and as part of a team, to agreed objectives and tight deadlines, to take responsibility for own workload, and to work under own initiative
- Proven analytical, organisational, planning and coordination skills
- Adept at working with complex information sets
- Strong general IT skills, including word processing and advanced spreadsheet skills.

Desirable:

- Relevant technical software skills, including for the management of an institutional repository or equivalent system, with an online interface (e.g. html/xml skills, understanding of databases)
- Flexibility and ability to adjust to the needs of a changing environment.

Terms and Conditions

Contract: Permanent

Probationary Period: It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.

Salary: Grade 6, £36,024 - £41,732 per annum

Hours: 35 hours per week

Holidays: 35 days plus 11 statutory holidays per annum

Pension: Local Government Superannuation Scheme

Notice Period: 3 months

To find out more information about the Glasgow School of Art, please visit our website:

<http://www.gsa.ac.uk/>