

Institutional Repository & Records Manager

The Glasgow School of Art

The Glasgow School of Art is one of Europe's leading higher education institutions for creative education and research. We are organised into three schools and a number of research centres- the School of Design, the School of Fine Art, and the Mackintosh School of Architecture, with the Forum for Critical Inquiry providing a key component to all undergraduate degrees in art and design, and Research and Postgraduate Studies providing a significant area of growth and development. The School has over 350 full and part-time staff and has an annual turnover in excess of £17 million. Over 84% of academic staff are research active.

Our distinctive, specialist, practice-based education in architecture, design and fine art is internationally recognised. Nearly 20% of our 1,700 student are international and the School continues to be an institution of choice for many Scottish students, reflecting the important role the institution has within Glasgow and nationally within Scotland.

The GSA is an environment in which difference is encouraged and diversity of background and approach is valued. We share a passion and concern for visual culture and this is central to our vision to provide world-class creative education and research which make a significant economic, educational, cultural and social contribution.

The Role

Job Title	Institutional Repository & Records Manager
Job Purpose	To manage and develop the Institutional Repository (RADAR) working with the GSA research community. To develop and expand the repository in line with the Research and Knowledge Transfer Strategy To ensure integration and alignment with other GSA systems to deliver services and resources To be responsible for the effective and appropriate management of the School's records

Principal Accountabilities

- To work with the Head of Learning Resources and other key academic and research staff to develop the strategic direction of the service
- To develop and implement policies and procedures including collection management and IPR

- To manage the day to day work and development of the service, setting priorities and targets and developing workflows to manage the capture, description and preservation of repository content
- To ensure that RADAR meets the requirements of the Research Excellence Framework (REF) in association with staff in the Research Department and consider wider use beyond the REF
- To develop an advocacy programme and create publicity materials
- To develop a training programme for specific groups within the institution
- To monitor and report on use of the service, identifying any areas for improvement
- To manage the repository budget and any external funding, providing financial reports as required
- To line manage the Research Information Manager post and any short term project posts including training, monitoring and undertaking annual career reviews
- To provide information and analysis to inform strategic and operational development
- To liaise with external bodies and projects as required eg JISC, SHERPA
- To promote the service internally and externally eg through conference presentation
- To identify opportunities for funding to support further development and contribute to writing of bids
- To take operational responsibility for Records Management within the GSA including:
 - Ensuring legal obligations are met relating to the creation and retention of paper and electronic records
 - Devising and ensuring the implementation of retention and disposal schedules
 - Advising departmental staff on the management of their records and providing training as required
- To undertake health and safety duties and responsibilities appropriate to the role
- Actively promote and encourage equal opportunities and widening participation
- To undertake additional duties consistent with the role as requested by the Head of Learning resources

Experience & Qualifications

- Educated to degree level with relevant postgraduate qualification
- Experience of working with repositories, preferably within Higher Education or other research environment
- Familiar with institutional repository software, preferably EPrints

- Familiar with metadata schemes used within HE, particularly Dublin Core, MARC and OAI-PMH
- Awareness of digital preservation issues
- Familiar with IPR relating to repositories and research outputs
- Knowledge of REF processes
- Line management experience
- Awareness of best practice relating to institutional repository management
- Experience/knowledge of records management within Higher Education
- Awareness of current issues in scholarly communication
- Working knowledge of web based software systems including XML,
- Experience of working with relational databases (Filemaker)
- Understanding of linked data
- Experience of user interface design
- Experience of working in a customer focussed environment
- Experience of budget management and planning
- Experience of project management
- High level of awareness of information management principles and familiarity with information systems and archives

Person Specification

- Excellent communication skills and ability to communicate with colleagues at all levels and with differing levels of IT skills
- Effective collaboration and influencing skills
- Excellent organisational, planning and problem-solving skills
- Good attention to detail and high level of accuracy
- Able to plan and prioritise own work and that of line managed post
- Able to work independently as well as part of a team

Terms and Conditions

Contract: Permanent

Probationary Period: Six months

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.

Salary: Grade 6 £29,249 - £33,884 per annum

Holidays: 35 days plus 11 public and statutory holidays per annum

Pension: Option to join the local government pension scheme

Notice Period: 1 month