University of Edinburgh

Job Description

1. Job Details
Job title: Electronic Publications Officer
School/Support Department: Information Services/Edinburgh University Libraries, Museums and Galleries
Unit (if applicable): Digital Library Division
Line manager: Electronic Resources Librarian

2. Job Purpose
To manage the University's institutional repository, the Edinburgh Research Archive (ERA), to promote the service to University community, and to the wider academic community. To play an advocacy role in the University, to promote understanding of both the scholarly communication process and the open access publishing movement.

3. Main Responsibilities

1. To manage the Edinburgh Research Archive (ERA), the electronic repository of articles, book chapters and theses published by members of the University, which provides access to the University’s intellectual output to the wider academic community, thereby both enhancing the University’s reputation and facilitating the scholarly communication process. 25

2. To participate in both internal and external research and development projects related to the core activity of the post, so that the expertise gained at Edinburgh via projects and internal developments in recent years can be provided to the wider information and academic communities. 20

3. To maintain support documentation on the ERA website, and to provide user support in order to ensure that the deposit process is as clear as possible for academic staff and PhD students. 10

4. To promote and support the deposit of electronic theses in ERA, which is now mandated by the University as part of the PhD submission process, so that the thesis output of the University can be accessed widely on the internet. 15

5. To provide guidance on intellectual property rights (IPR), particularly in relation to online publishing and to open access publishing, in order that authors can be reassured that their rights are respected and that they are entitled to disseminate their work via ERA. 15

6. Where appropriate, to support work of the Electronic Resources Librarian, and to deputise when necessary, to allow for continuity of service by the E-Resources Section. 5

7. To seek to develop new workflows for the capture, description and preservation of the University’s research outputs, so that the Library can adapt its processes to the new ways in which scholarly materials are created and disseminated, to be of use to the University community in providing access, curation and preservation. 5

8. To assist colleagues from other parts of the Division in extending the activity of the Scottish Digital Library Consortium to include institutional repository hosting services so that the Consortium can grow in line with its ambitious objectives. 5

4. Planning and Organising
Work is based on management priorities agreed with the E-Resources Manager, with three-year and one-year planning horizons. Work is organised around agreed strategic priorities.

- Contribute to and maintain E-Resources Sectional workplan.
- Meet regularly with the E-Resources Manager to discuss progress against relevant workplans.
- Prioritise activity in line with agreed project deadlines, while maintaining service delivery.
- Delegate appropriate support tasks to the Electronic Publications Assistant.

5. Problem Solving
- Liaison with support teams regarding software failures or software development requirements.
- Consultation about the developing and testing of more appropriate workflows as project activity moves to service delivery.
- Providing guidance to staff and students with Intellectual Property Rights problems relating to digital research materials.
- Managing user expectations, when service delivery cannot meet user demand.

Approx. % of time
• Liaison across Library teams to sort out problems which arise as project activity moves to service delivery, with appropriate support.

6. Decision Making
• Decisions on material which can be included in ERA.
• Decisions on referral for guidance to line manager, to ensure that activity is in line with organisational need.
• Decisions on appropriate liaison, both internally and externally.
• Decisions on enhancements to ERA service, taking account of developments elsewhere in the digital scholarly publications environment.

7. Key Contacts/Relationships
• Internal: Colleagues within the Library and across other teams within Information Services
• University: Staff and students across the University – especially researchers, research supervisors and PhD students.
• External: Equivalent staff in other universities and information services in the UK and internationally; publishers; professional associations; funding bodies (e.g. JISC); research councils; senior staff in national and international development projects in the area of scholarly communications and open access.

8. Knowledge, Skills and Experience Needed for the Job

Qualifications
• Good educational background with relevant ICT qualifications and/or appropriate relevant experience.
• Significant level (normally at least 3 years) of library or IT management experience, or experience in a research environment.

Attributes
• Calm demeanour, resourcefulness, reliability, commitment, flexibility.
• Strong team player, with a capacity to complete projects independently and collaboratively.
• A willingness to take responsibility and to propose and deliver solutions to difficult problems.
• Positive attitude to work.
• Tact, persuasiveness and assertiveness.

Skills
• Strong administrative skills.
• Strong communication skills, and an ability to promote innovative services clearly and persuasively both in written communication and verbally.
• Excellent organisational and time management skills.

9. Dimensions
• The Edinburgh Research Archive currently contains over 500 full text items, and in the first 18 months of service provided over 250,000 full text downloads to a worldwide user group.
• The current annual intake is 1-2% of the University’s research output, but the University’s strategic goal is that the annual intake should increase to 10% of the research output. The post holder will have to develop strategies to meet this ambitious target.
• In addition the ERA will manage all PhD submissions (ca.500-600 theses a year), plus outputs from other digitisation projects.
• The Digital Library Division provides digital library services and information systems to EULMG’s 200+ staff, and approximately 23,000 members of the University community.

10. Job Context and any other relevant information
The postholder requires a high degree of flexibility, and an ability to liaise effectively with the academic community, and to represent the University in the wider community. The University of Edinburgh has taken a leading role in the institutional repository movement and is committed to supporting open access publishing.

This post operates within a fast-moving context, as the internet and digitisation initiatives present opportunities to perform the functions of librarianship in many new ways. To be successful, the post holder must be able to be flexible and open to change. EULMG is proud to claim that it has one of the best resourced digital library teams in the UK, and through this team – and its work in supporting and developing the growing Scottish Digital Library Consortium – it has acquired an international reputation for innovation and excellence. We wish to build upon this reputation with all new appointments.
### Verification

I agree that this job description conveys an accurate description of this job.

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