1. Job Details
   - **Job title:** Business Development Officer (0.8FTE)
   - **Planning Unit:** EDINA
   - **Unit (if applicable):** Bibliographic and Multimedia Services
   - **Line manager:** Head of Bibliographic and Multimedia Service Delivery

2. Job Purpose
   Provide a lead and focus for copyright, IPR, and legal issues within EDINA. Monitor wider UK bibliographic initiatives to determine where service opportunities for EDINA may exist and to ensure EDINA is presented as a relevant and primary service provider to UK HE and FE. Contribute to or manage EDINA project and service activity in these areas.

3. Main Responsibilities
   **% of time**
   1. Manage projects, or contribute to projects through research and investigation within areas of expertise. This involves scheduling, reporting progress, presentation of progress to stakeholders, work on specific deliverables, contribution to discussions and meetings with project partners, and liaising with other projects and organisations. **30**
   2. Support and advise all EDINA services and projects on issues of copyright, licensing, IPR (intellectual property rights) and contracts. Liaise with the University legal team in ERI. Represent EDINA and contribute on its behalf in University initiatives that arise in this area. Advise and guide EDINA colleagues on Freedom of Information, and liaise with the University records management team as the EDINA Freedom of Information officer. Monitor DRM (digital rights management) developments to inform EDINA service and project activities ensuring account is taken of the needs of the different stakeholders. **30**
   3. Lead or contribute to tender responses for new projects or services, informing proposals in areas of expertise, resource utilisation, and scheduling. **10**
   4. Fulfil business development role in the area of scholarly communication through tracking developments, gathering intelligence and establishing contacts within the UK academic, public and commercial sector. Contribute to organisational planning. Represent EDINA services, activities and capabilities to external organisations. **10**

4. Planning and Organising
   The post-holder is expected to forward plan their own work up to 12 months ahead, and will contribute to EDINA’s forward planning over an extended period. This longer term planning is done within the overall framework of the bibliographic service area and will involve the Head of Bibliographic & Multimedia service delivery.
   
   When managing a project the post-holder is responsible for work planning through the whole project life cycle. This involves the allocation of tasks, ensuring that such tasks are completed on time, and production of the required reports meet the schedule set by funders. Project teams are usually brought together for between 6 months to 3 years, vary in size, and are made up from EDINA staff with relevant skills and expertise, but may also contain collaborators from other academic institutions and external consultants.
   
   While there is a broad plan for IPR work, it is also to a degree event drive, responding to the immediate needs of staff and to developments in the wider environment as they impact on EDINA services and projects.

5. Problem Solving
   Investigative project work will usually pose a new problem or require examination of an issue that is not yet well understood. Finding and examining what others in the wider national and sometimes international community may already have done in a similar situation will be a typical approach to starting such work and deciding what is useful to pursue and progress further. Analysing and synthesising the information gathered will also be an essential part of
the process. It is important that licences and contracts use text that is clear and unambiguous and that reflects EDINA’s needs. This requires close analysis with the challenge being to produce a precise draft of text for agreement with stakeholders. The post holder will also need to resolve competing priorities within project constraints and competing demands for advice from other EDINA staff/projects. Most problems arising within their area of activity will be resolved independently. Any which cannot be solved will be referred in the first instance to the Head of Bibliographic & Multimedia Service delivery.

6. Decision Making
Within the copyright/licensing/Freedom of Information arena, the post-holder identifies and assesses risks, considers constraints (timing, staff and financial resources) and any threats to the standing of EDINA before providing recommendations and advice to senior colleagues. The post-holder has delegated responsibility for many aspects of project activity. Decisions of potential strategic impact or involving significant diversion from established plans require wider consultation, initially with the Head of Bibliographic & Multimedia Service delivery, but the post holder’s opinions will be vital in determining outcomes.

7. Key Contacts/Relationships
The post holder liaises with senior members of staff at the JISC; with project collaborators in other HE or FE institutions; with MIMAS (a further JISC designated Data Centre); with senior academics both within and beyond the University of Edinburgh and on occasion internationally; with commercial DSPs (data service providers). The post-holder also works closely with many other teams in EDINA and with senior management.

8. Knowledge, Skills and Experience Needed for the Job
- A good honours degree plus 3-5 years experience working in a publishing/information delivery environment with experience of research.
- A good knowledge of the HE sector; an appreciation of the commercial academic publishing and information delivery sector; a good understanding of the issues related to scholarly communication.
- A good knowledge of copyright, IP (intellectual property), and some knowledge of licensing and contracts.
- Excellent writing, IT, presentation, organisational and supervisory skills; ability to work individually and in a team; ability to work under pressure; ability to establish and maintain relations with stakeholders.

9. Dimensions
There are national and international dimensions, through engagement with formal partners or collaboration with other organisations. EDINA services are available, usually through institutional subscription, to all UK HE and FE institutions; some are available world-wide. They are formally measured by service level agreements, available 24/7, with uptake by staff, students and researchers from over 160 university institutions and 240 colleges. The DRM area is relatively new and not yet well understood and defined, with developments occurring at both a national and international level. The post-holder’s work must draw out what is distinct about the UK both legally and organisationally, and the needs of the different sectors with which EDINA collaborates. Project teams are multidisciplinary and can involve up to 8 people, not always based in EDINA, which brings a complexity to ensuring successful delivery.

10. Job Context and any other relevant information
The post holder must be confident and competent in operating in a service and project environment and providing advice to senior management. Domain specific expertise (scholarly communication; copyright and licensing and IPR) is required in order to fulfil the demands of the position. The activities of EDINA and its performance have high profile, nationally and internationally.
I agree that this job description conveys an accurate description of this job. Manager:
Verification

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

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<th>Manager:</th>
<th>Head of Bibliographic &amp; Multimedia Service Delivery</th>
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