

JOB DESCRIPTION
Research Services Assistant
Vacancy Ref: N1454

Job Title:	Research Services Assistant (Part-time, Fixed-term)	Present Grade: 5S
Department/College:	Library	
Directly responsible to:	Research and Scholarly Communications Manager	
Supervisory responsibility for:	N/A	
Other contacts		
Internal:		
Assistant Director: Digital Innovation and Research Services, Library colleagues, Research Services Colleagues, Communications and Marketing colleagues, and other relevant University colleagues		
External:		
Vendors and organisations including Elsevier, Digital Science, Ex Libris, Jisc and Thomson Reuters		
Major Duties:		
To provide a high standard of academic related administrative and data analytics support to the Research Services team in the Library, primarily on the Research Data and Academic Impact streams of work. To work under the guidance of the Research and Scholarly Communications Manager.		
<div>1. Close liaison with academic and professional services staff to coordinate and analyse research outcome data. Analyse author and publication data published with Lancaster University in Scopus and SciVal, and request corrections where appropriate.</div> <div>2. Provide administrative support for project meetings, researcher training, and organisation of activities for research data, open access and research analytics. Provide support for booking events, trainings, vendor events, etc for Library’s research services activities.</div> <div>3. To provide first line support for research data and academic impact enquiries and strive to achieve an excellent standard of customer service.</div> <div>4. To provide regular reporting using SciVal, Scopus, Pure, and other tools to relevant stakeholders and committees.</div> <div>5. To provide substantial assistance to the Assistant Director: Digital Innovation and Research Services and Research and Scholarly Communications Manager on coordination of activities for key research services projects. To service the relevant project and board meetings.</div> <div>6. To provide occasional training to staff and PhD students on academic impact and research data agenda and activities.</div> <div>7. Overseeing the secure storage of training outcomes, analyse training and enquiry feedback, and provide recommendations for improvements.</div> <div>8. To contribute to the overall work of the Research Services team in the Library and other such duties in accordance with the grading of the post as required from time to time.</div>		