

**JOB DESCRIPTION**  
**Research and Scholarly Communications Manager**  
**Vacancy Ref: A2775**

<b>Job Title:</b> Research and Scholarly Communications Manager	<b>Present Grade:</b> 8P
<b>Department/College:</b> Library Services	
<b>Directly responsible to:</b> Assistant Director: Digital Innovation and Research Services	
<b>Supervisory responsibility for:</b> 1 x G7 Open Access Manager, 1 x G7 Research Data Manager, 1x G6 Citations Development Officer (3 direct reports and 3 further indirect reports)	
<b>Other contacts</b> <b>Internal:</b> Research staff and students, Library staff, Organisation and Educational Development staff, Research Services staff, Information Systems and Services staff, Faculty administrators and other staff from within the University. <b>External:</b> Peers in other institutions, sectoral agencies and service suppliers. National and international bodies as appropriate e.g. Jisc, UKRI, ARMA, LIBER, SCONUL, N8, Northern Collaboration, NoWAL. Vendors	

**The role:****Open Access**

- Lead on the management and further development of the University's Open Access policy, to ensure compliance with REF and funder mandates while advocating for the wider benefits of open access.
- Ensure reporting on Open Access is provided on a regular basis to institutional and external stakeholders
- Lead the management and development of Lancaster University's institutional repository
- Explore and lead discussions related to the UK Scholarly Communication Licence, evaluating the value for Lancaster University researchers.
- Promote the benefits of Open Access across the institution, creating an open dialogue on its importance and working with researchers to further the agenda.
- Ensure the development of services that align with Plan S and support Lancaster University researchers in achieving Plan S compliance.

**Research Data Management**

- Lead on the management and further development of the University's Research Data policy to ensure compliance with funder mandates while advocating the wider benefits of Research Data Management.
- Ensure regular reporting on Research Data Management is provided to institutional and external stakeholders.
- Lead the management and development of functionality for managing and archiving research data.
- Contribute to development partnerships, such as Lancaster University's participation in Jisc's Open Research Hub shared service.
- Promote the benefits of good Research Data Management practices across the institution, push the agenda for open data and FAIR principles and understand researchers' needs throughout the process.

**Research Intelligence service**

- Develop institutional provision and support for academic research intelligence services.
- In conjunction with institutional stakeholders, support departments to make effective use of citation data for strategic purposes, particularly to support the REF.
- Be a strong advocate for responsible metrics and their adoption at institutional and departmental level, and support adherence to the San Francisco Declaration on Research Assessment (DORA).
- Identify opportunities to use citation data to facilitate interdisciplinary research and research partnerships.

**Team and Resources Management**

- Lead, manage and develop the Research Services team, driving performance through identification of efficient and effective practices and leading the design and delivery of feedback mechanisms to support service improvement.
- Ensure the team deliver an excellent, coordinated service that supports the research lifecycle.
- Promote an ethos of continuous improvement, motivating the team to deliver excellent provision.
- Work with senior Library colleagues to provide advice, guidance and accurate reporting to relevant committees and contribute to planning and the development of best practice.

**Other**

- Act as an advocate for the Library, both within the University and the wider academic community, providing a clear and forward-looking approach for moving from a compliance culture to an open research culture.
- Facilitate the development of a culture of open research, promoting the benefits of openness and overseeing activity to drive this agenda.
- Develop links and services to support new and emerging disciplines, particularly digital humanities, ensuring that emerging and changing requirements are understood and reflected in our services.
- Provide advice and guidance on digital preservation issues, particularly on preservation of research data.
- Develop the Library's support for implementation of identifiers such as ORCID.
- Represent Lancaster University in appropriate external forums and groups within the sector.
- Oversee training provided by the team for researchers and postgraduate research students.
- Contribute to the management of dedicated research spaces within phase 3 of the library refurbishment project.
- Undertake any other duties appropriate to the grade of the post as required by the Assistant Director: Digital Innovation and Research Services.