

**University of  
Northampton**

# **Repository Support Officer**

## **Job Description**



# **Job Title: Repository Support Officer**

## **Grade: 5**

## **Responsible to: Head of REF & Research Support**

### **Overall Purpose**

The post holder will provide administrative support for all areas of the repository, with particular responsibility for research outputs, datasets, impact statements and activities.

### **Principal Duties and Responsibilities**

- The post will include working closely with academics to create staff profiles containing up to date publication details in our CRIS (Current Research Information System), ensuring that all relevant outputs, activities, impact statements and relevant funding grants are included.
- The post holder will be responsible for checking publisher policies and metadata of research outputs, activities and validating records in our CRIS prior to being made publicly available through our research portal.
- The post holder will be responsible for the creation and dissemination of open access reports, ensuring maximum compliance with funders.
- The post holder will support researchers in improving, demonstrating and evidencing the outcomes and impacts of their research, this will include actively searching for, retrieving and storing information in a consistent manner.
- The post holder will liaise with academics to expand the functionality and discoverability of research outputs of staff, including the creation and maintenance of organisational profile pages in the public research portal.
- The post holder will be responsible for assisting with the management of datasets, including validation checking, curation, minting of DOI's for datasets and assisting the Research Information Specialist with long term digital preservation.

### **Generic Duties and Responsibilities**

- Provide reports on research outputs and activities that provide data analysis and recommendations for research subject leads and senior management teams.
- Creation and dissemination of regular reports on open access.

- Work with academics to create and update staff and department public profiles, including publications, student supervision, research areas and the creation and maintenance of a research equipment asset registry.
- Provide regular training sessions on how to use our research system for publications, profiles, datasets and other modules.
- Checking and making decisions in relation to publisher policies, copyright and metadata, validating research outputs, datasets, activities and other information for dissemination through public research portal.
- Advising academics on publisher policies in relation to embargo periods and data statements (as per funder and publisher policies).
- Generating regular reports on open research, publications, and activities.
- Liaising with academics across the University to obtain relevant/required information and documents.
- Manage the research support twitter account, including set up of auto-feeds for new publications.
- Keep up to date and informed on areas relevant to research support, disseminating as appropriate.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of REF & Research Support.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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## Qualifications

1	Educated to degree level or equivalent qualifications or knowledge	Essential	Application
2	Research administrative and/or Further or Higher Education study	Desirable	Application

## Skills, Knowledge and Experience

3	Previous experience of working within a Higher Education Institute	Essential	Application
4	Excellent oral, written communication and interpersonal skills	Essential	Application Interview
5	Good working knowledge of MS Office software, with proven competence of using Excel	Essential	Application Interview
6	Excellent administrative and organisational skills	Essential	Application Interview
7	Good working knowledge and understanding of open research and copyright	Essential	Application Interview
8	Proven tact and diplomacy when liaising with academics and senior staff members	Essential	Application Interview
9	Experience of supporting research in Higher Education	Desirable	Application Interview
10	Experience of preparing reports to support decision making	Desirable	Application Interview
11	Experience of working with PURE or other research management information systems	Desirable	Application

## Personal Qualities

12	Ability to work on own initiative	Essential	Application Interview
13	Care and attention to detail and a methodical approach to work	Essential	Application Interview

14	Good team player, flexible and co-operative, ability to manage own time and workload	Essential	Application Interview
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