Assistant Librarian (Digital Scholarship Services) - Grade VI

(12 Month Fixed Term Whole Time Contract)

Information on Cork Institute of Technology

Cork Institute of Technology (CIT) is a publicly funded higher education provider of high national and international standing located in Cork, Ireland's second largest city and capital of Ireland's south-western Munster province. With currently ca. 12,000 total enrolments and 1,425 staff (incl. 824 academic teaching and research staff), CIT is the second largest of Ireland's Institutes of Technology and offers programmes of higher and further education and training in the fields of Engineering, Science, Business, Computing, Fine Art & Design, Humanities, Maritime Education and Music. CIT offers in the region of 260 awards at Levels 6 to 10 of the National Framework of Qualifications (NFQ), encompassing the major awards of Higher Certificate, Ordinary Bachelor, Honours Bachelor, Higher Diploma, Postgraduate Diploma, Master, Professional Master (jointly with University College Cork) and PhD.

The comprehensive quality infrastructure for both taught and research degree provision currently in place will enable the Institute to make a seamless transition to assuming full degree awarding powers following its re-designation as a Technological University, which is currently underway. The mission of the Munster Technological University is the promotion of the use of knowledge to realise positive effects for society. The future role of library services plays a significant role in achieving this MTU vision through excellence in education, research and engagement.

Position Title: Assistant Librarian (Digital Scholarship Services) - Grade VI

Position Summary:

Cork Institute of Technology Library seeks a forward thinking **Digital Scholarship Services Assistant Librarian** to lead in the establishment, implementation, and assessment of digital scholarship services that support research efforts at CIT in the context of Open Science initiatives and ongoing developments in scholarly communication. This newly created position reports to the Institute Librarian. CIT Library aims to connect scholars with the tools, resources, and knowledge in order to support CIT's Research mission to continue to build on niche strengths and to develop sustainable and productive research, innovation, technology transfer and postgraduate education across all its faculties.

The **Digital Scholarship Services Assistant Librarian** provides expertise and leadership to the Library and the broader Institute community on digital scholarship and related issues during every phase of the research cycle in the context of Open Science initiatives and developments. These will include, but are not limited to repository platforms, publication strategy, copyright, research impact, bibliometrics, data analysis and Open Access scholarly communications. They will play a crucial role in the support and training of researchers around the issues of scholarly communication and in ensuring the library provides access to services and resources that help assess the quality and impact of scholarship, from traditional bibliometrics to emerging altmetrics. They will act as an ambassador for the service, locally and nationally, to increase its impact, development and delivery.

Main Duties and Responsibilities:

- Promote the benefits of Open Access Scholarship across the Institute and ensure reporting on Open Access Scholarship is provided on a regular basis to institutional and external stakeholders.

- Design, develop and deliver advocacy and training programmes for all stakeholders to create a broad culture of engagement with the Repository within the Institute.

- Develop and implement procedures to populate the Institutional Repository ensuring compliance with all copyright regulations, research funder's requirements and agreed international metadata standards.

- Assist in collecting, managing, storing and publishing research data.

- Advise researchers on handling sensitive data, knowing how to put the guidelines of the General Data Protection Regulation (GDPR) into practice;

- Develop training materials and documentation for the Institute's research community and deliver guidance, support and training in Open Access scholarly communication and publishing.

- Ensure that the Institute has the capacity to fully exploit the use of bibliometrics in the external and internal evaluation of the quality of the Institute's research.

- Maintain oversight of research funder mandates and publisher policies as they apply to Open Access, and copyright, ensuring key developments are disseminated to the research community and reflected in Institute policies.

- Maintain knowledge of and engage in continuous professional development to keep up with current and developing standards and practices in the context of Open Access Scholarship.

- Represent the Institute library at conferences and participate in the organisation of events hosted by the library.

- Serve on library and Institute committees.

- Carry out any other duties which are appropriate to the post as may be requested by the Librarian.

Essential Requirements

- A degree and a recognised post-graduate qualification in Librarianship/Information Studies or a related discipline.

- Demonstrated knowledge of repository software and technologies, metadata standards, and discovery tools.

- Knowledge of Open Access (OA) policies and requirements.

- Knowledge of copyright and licensing issues pertaining to scholarly content, including traditional copyright as well as Creative Commons and other OA licenses.

- Proven capability for managing a variety of tasks and multiple priorities.

- Demonstrated ability to work collaboratively and independently in a team environment.

- Demonstrated initiative and proven ability to learn new technologies and adapt to changes in the profession.

- Excellent analytical, time management, organizational, and creative problem-solving skills.

- Excellent interpersonal skills, including the ability to work in a highly collaborative, inclusive and multi-faceted research environment.

- Strong verbal and written communication and presentation skills.

- Demonstrated forward thinking, flexible and strong service-orientation.

Desirable

- Minimum of 2 years' experience working in a third level academic library setting.

  Knowledge of:

- Data formats, data management, data manipulation tools

- Assessment criteria for journals and other resources

- Bibliometrics and altmetrics theory and practice

  Ability to:

- Manage repository platform and update software over time

- Work with researchers on deposit of research outputs into the repository

- Liaise with publishers on issues relating to archiving policies including embargo periods and where applicable article processing charges

- Raise awareness of OA, including practical questions such as financing and policy adherence

  Understanding of:

- Current trends and issues in Open Access and scholarly communication

- Data curation and preservation practices

- Institutional assessment/planning interests in scholarly output.

CORK INSTITUTE OF TECHNOLOGY
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LIBRARY

Salary Scales:

Grade VI: €46,771.00 to €57,157.00 per annum (including long service increments)

Applications by CIT eRecruitment only.

Applications will not be accepted in any other format.

Please log on to www.cit.ie/vacancies for further details and to apply for these positions.

Closing date for receipt of eApplications is **1:00 pm on Thursday, 28th February 2019.**

NOTE:
In addition to the minimum qualifications, it may be necessary to introduce further shortlisting criteria. Therefore, applicants may be shortlisted on the basis of qualifications and suitable experience, based on details given in the application form. Applicants should note that they may be called for more than one interview.

Cork Institute of Technology is an equal opportunities employer.