

Vacancy Reference No:
Closing Date:
Position Title: eResearch Access Coordinator,
Department: Library Services
Campus: Gardens Point
Classification/Salary Range: HEW9
Status: Ongoing
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(Information Resources and Research Support)
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OUR PURPOSE

QUT Library provides dynamic and innovative access to information resources and services. Its educational and resourcing activities are supported by the broad knowledge and skills of its staff teams. The quality of its services is enhanced through partnerships with clients, University colleagues and external organisations. The accomplishment of this vision is addressed through developments in four critical areas which mirror the University's strategic focus. QUT Library is part of the Division of Technology, Information and Learning Support (TILS).

YOUR OPPORTUNITY

The primary purpose of the position is to coordinate specific facets of the Library's support for researchers, in collaboration with QUT Institutes, faculties, High Performance Computing and Research (HPC), the Copyright Officer and the Office of Research. This includes;

- Close cooperation with the Manager of High Performance Computing and Research to enable QUT researchers' uptake of eResearch opportunities; under the University's eResearch Strategic Plan framework, the Divisional Strategic Plan and the TILS Research Support Strategic Plan.
- Building the capacity of QUT researchers to manage their research data effectively,
- Coordinating the development of digital repositories, including QUT ePrints, for the storage and dissemination of QUT research outputs
- Building the capacity of QUT researchers' to manage their own copyright effectively and to deal with the copyrights of others in a legal manner.

The position also coordinates the Library's support for the University's response to research assessment exercises including the Excellence in Research for Australia (ERA) and the Higher Education Research Data Collection (HERDC).

ORGANISATIONAL RELATIONSHIPS

The position sits within the Library Secretariat and reports directly to the Associate Director, Library Services (Information Resources and Research

Support). However, the position interacts with ITS, Office of Research and Office of the DVC (TILS). There is close collaboration with the manager of HPC in the delivery of eResearch support from the Division.

YOUR KEY RESPONSIBILITIES

Key responsibilities and duties include;

- Leading the development of research data management services.
- Developing and implementing training in data management for HDR students and academic staff in partnership with the Integrated Literacies Coordinator.
- Developing and implementing communications plans relating to research support services
- Supervising the development of QUT ePrints, Theses and other digital collections within the QUT Digital Repository.
- Supervising the development and implementation of an epress service within the QUT Digital repository
- Leading the Library's support for the University's response to research assessment exercises including the Excellence in Research for Australia (ERA) and the Higher Education Research Data Collection (HERDC).
- Leading the integration of the QUT Digital Repository with other University repository and research management systems
- Managing research support projects, including budgets and documentation as required.
- Leading the maintenance and ongoing development of the OAK List database of publisher policies.
- Develop and implement advocacy and training programs in copyright management, use of creative commons licences and open access dissemination of research in partnership with the University Copyright Officer and other research support stakeholders.
- Contribute to the development of capabilities in research data management and repository management at a national level.
- Contribute to the global body of knowledge on the transformation of scholarly communication

SUPERVISION

The position leads and supervises staff members within the small Research Support Team within the Library. The position is also responsible for leading a larger virtual Research Support Team comprising relevant research support stakeholders from other areas of the Library including Library eServices and Library Resource Services.

YOUR EXPERIENCE AND SKILLS

We are seeking highly motivated, energetic and proactive people to work as part of our dynamic team.

Qualifications required

To be assessed via applicant's resume.

- Education, training and/or relevant experience to a post graduate qualification in librarianship in conjunction with extensive relevant experience.

Skills and Capabilities

You will be assessed on the basis of relevant capability and capacity for the following:

- Experience in information management, including experience in the design, creation and maintenance of electronic databases and digital repositories
- Demonstrated ability to think strategically and conceptually and to communicate ideas clearly and persuasively to others.
 - Demonstrated ability to work effectively as a member of a multidisciplinary team
 - Highly developed interpersonal skills for communicating with internal and external stakeholders including researchers in an academic environment, senior public servants and information professionals.
 - Demonstrated excellent presentation skills, including experience as a trainer.
 - Demonstrated high level project management skills, planning skills, problem solving skills, organisational skills and budget management skills
 - Experience in supervision of professional level staff.
 - Excellent oral and written communication skills.
 - Sound knowledge of equity principles and Workplace Health and Safety, with demonstrated ability to implement them in the workplace.

Desirable:

- Knowledge of developments in the area of scholarly publication and digital preservation.
- Demonstrated understanding of research practices and processes in an academic environment.

YOUR BENEFITS

You will work in a flexible organisation with fantastic employment conditions. We offer competitive pay and generous superannuation. We encourage and support diversity and family-friendly work practices.

HOW TO APPLY

We would like you to provide:

- ✓ A statement of claim/information in no more than two (2) pages including examples outlining your suitability for the role referring to key points under “Your Experience and Skills”, which directly relate to “Your Key Responsibilities”.
- ✓ Your current resume including the names and contact details of referees.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, and Indigenous people are encouraged to apply.

ADDITIONAL INFORMATION

- The incumbent may be required to be contactable and/or work hours outside the normal work hours.
- In accordance with QUT’s policy’s staff members in a supervisory role are responsible for, and will be required to have the capacity within the limits of their authority
 - for ensuring that activities under their control are undertaken in compliance with health and safety policies, procedures, hazard reporting and safe work practices; and
 - for ensuring staff and students work and study in an inclusive environment free from all forms of discrimination and harassment.