**Job Description**

**1. Job Details**

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| Job Title:  | Library and Research Administrator | Job Family: | Management, Specialist & Administration |
| Line Manager: | SAMS Head of ICT & Information Services | Grade: | Grade 4 - 5 |
| Full Time/Part Time:  | Full Time (37 hrs per week Mon-Fri) | Duration of Appointment: | Open-ended |

# 2. Job Purpose

Provide Library and Research Support services to SAMS and the wider UHI partnership:

 1. Manage a smooth running and professional library function at SAMS

 2. Provision of administration support for the UHI MESE Cluster

 3. Management and administration of UHI Open Access Support.

# 3. Main Responsibilities

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| *Responsibility Areas* | *Approx. % of time* |
| **SAMS Library:** Manage library and information services to SAMS staff, students, members and visitors. Includes loans, stock control, journal administration, and enquiries. * Engage with the wider UHI partnership library: e.g. meetings, live chat.
* Update and improve library working practices.
* Perform student inductions and advice\sessions on literature research.
* Manage SAMS contributions to PURE (e.g. staff accounts, entry validation, REF). Resolve issues in collaboration with UHI RISO and researchers.
* Research Data Management: techniques of information management (Cataloguing, archiving, meta-data, DOIs, etc.).
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| **UHI Open Access Compliance:** Advise and support UHI partnership and itsresearchers in publishing in open access compliant routes.* Gather, store, analyse and disseminate information on Article Processing Charges (APCs) within the University.
* Promote\administer UHI processes to support the payment, promotion and recording of APCs.
* Develop\maintain guidance and training materials for researchers, academics and librarians, primarily in the Libguides platform.
* Assist in the creation of a rights retention policy for the institution.
* Work in partnership with the eResources manager to maximize the benefit to the University, its Libraries and Researchers of publishing deals and discounts around APCs and eJournal subscriptions.
* Work with the Research Information Systems Officer (RISO) to ensure library contacts are nurtured and actively promoted.
* Work with the Library Practitioners Group (LPG) to upskill Librarians in this field of research support and develop a widening skills and knowledge base.
* Assist the RISO with validation of research outputs in the PURE database.
* Compile and analyse statistical data related to open research
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| **UHI M,ESE (Marine, Environmental Sciences and Engineering Cluster)**: Carry out and administer activities as directed by the MESE convenor * Organise, attend and minute Steering Group meetings (quarterly)
* Attend cluster meetings and workshops where appropriate.
* Point of contact for the cluster business (UHI wide).
* Create\maintain contact lists and disseminate cluster relevant comms.
* Collate and web-post partner wide MESE relevant research seminars.
* Oversee MESE’s web presence.
* Organise MESE activities at annual conferences and facilitate workshops.
* Manage and administer budget (~£8000pa)
* Provide administrative support to REF.
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| Be pro-active in the application of SAMS Health and Safety Procedures. | Ongoing |

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**4. Planning and Organising**

* Managing the day to day running of the SAMS library
* Plan, organize, schedule regular and day-to-day tasks and own workload.
* M,ESE: plan and organise meetings, conference sessions etc, in advance.
* Open Access: administration, management and analysis of APCs across the partnership, organizing of training for researchers.
* Identify and consolidate the activities that are common across all three roles.

**5. Problem-Solving**

* Resolve day-to-day Library and Open Access problems such as issues with access to e-resources.
* Resolve issues with PURE submissions.
* Coordinate meeting dates, logical groupings, sub-mailing lists for M,ESE members based on research interests.

**6. Decision-Making**

* Most decisions on day to day running of the SAMS library.
* Sourcing and developing of training materials for all staff and students.
* M,ESE: determining who to include in communications.
* Knowing when to elevate certain decisions to line manager.

**7. Key Contacts/Relationships**

* SAMS staff and Students (Library services, M,ESE and Open Access).
* SAMS Head of ICT & Information Services.
* UHI Head of Library Services (Library Services, Open Access).
* UHI Research Information Systems Officer (Library services, Open Access).
* UHI eResources Staff (Library Services, Open Access).
* UHI Partnership Library practitioners (Library Services, Open Access).
* UHI Researchers and PhD students (Library services, M,ESE and Open Access)
* M,ESE convenor.

**8. Knowledge, Skills and Experience needed for the Job**

* Educated to degree level, and\or relevant long-term experience of working in an academic library and supporting research. Preferably a CILIP approved undergraduate degree, or postgraduate diploma/MSc in Library and Information Science.
* Experience of administrating a Research Information Management System such as PURE.
* Excellent, proven organisational skills.
* Excellent IT skills, specifically use of:
	+ productivity software (e.g., Word, Excel),
	+ 365 cloud apps (Outlook, SharePoint, OneDrive, Teams)
	+ library software
	+ learning technologies.

# 9. Dimensions – Scope of role

 SAMS and the UHI partnership : students, staff and researchers.

[WHAT SAMS CAN OFFER YOU (please right click and select ‘open in new tab’)](https://vimeo.com/411370772)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home)
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Access to CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS’ commitment to gender equality has been recognised, as our institute was presented with an Athena SWAN (Scientific Women’s Academic Network) Bronze Award. SAMS is currently working towards a silver award.

SAMS have received a Youth Friendly Employer Badge 2023 – Bronze Award.

SAMS have received a Bronze Award through the Armed Forces Covenant Employer Recognition Scheme. We recognise the contribution that Service personnel, reservists, veterans, the cadet movement, and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant through Education, training, and employment of veterans and Service spouses.

As an Academic Partner of the University of the Highlands & Islands (UHI), SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D34/23.SG’ in the subject line.

The closing date for applications is Friday 1st December 2023.

Interviews will be held by mid-December 2023.

Please note, we prefer to contact referees prior to interview.

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with your most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 Useful links

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)

