



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Repository Assistant, Leeds University Library**



**Salary: Grade 4 (£18,777 – £21,585 p.a.)**

**Reference: CSLIB1142**

**Hours Post 1 – full time; Post 2 – 17.5 hours per week**

**Fixed term until 31 July 2020**

# Repository Assistant

## Research Support Team

**Are you customer focussed and keen to support services to world class researchers? Do you have great communications skills, and attention to detail? Will you make a positive contribution to our team?**

The Research Support Team supports the research activities of our staff and students, face-to-face and online. The team promotes and supports open access publishing across the University. This involves administering the University's publications database and institutional open access repositories. The team also runs training workshops and provides support via the research pages on the Library website.

We're looking for a professional and proactive individual to join our Research Support Team, committed to excellent customer service and providing support to researchers with their Open Access publications. You'll need excellent communications and IT skills and be familiar with different types of academic/research digital content. We provide a wide range of services to academic staff engaged in research which means we have to be flexible and responsive, reacting positively to new initiatives, and balancing our workloads to meet service standards.

We're committed to working with colleagues across the Library and more widely, sharing best practice and providing a seamless service.

### What does the role entail?

As a Repository Assistant, your main duties will include:

- creating and verifying metadata for digital objects through the application of agreed standards in both the University publications database and the institutional repository (White Rose Research Online);
- undertaking copyright checking before making publications available;
- being the first point of contact with customers, providing an enquiry service and referring on queries where necessary;
- providing general clerical support to the team.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



## What will you bring to the role?

As Repository Assistant you will have:

- please indicate if you are applying for the full-time or part-time post;
- substantial experience of working in a library, Higher Education or customer service environment, including answering customer enquiries;
- excellent IT skills, including MS Office, navigating websites and online information, and a willingness to learn new technologies;
- familiarity with digital content such as e-books, e-journals, e-theses and research outputs;
- excellent communication skills, able to adapt language and style for a wide range of people, situations and media;
- the ability to make a positive contribution to a team and work collaboratively with others;
- good numeracy skills and be confident in basic data analysis;
- the ability to work independently, managing your workload whilst meeting service and performance standards including speed and accuracy;
- a positive and flexible approach to changing demands, priorities and new initiatives.

You may also have:

- experience of web-based data entry forms and metadata creation;
- understanding of Open Access publishing and related copyright issues;
- knowledge of the HEFCE policy on Open Access.



## How to apply

You can apply for this role online at [jobs.leeds.ac.uk](http://jobs.leeds.ac.uk). Applications should be submitted by 23.59 (UK time) the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Nicola Barnett, Repositories Coordinator**

Tel: +44 (0)113 343 0756

Email: [N.S.Barnett@leeds.ac.uk](mailto:N.S.Barnett@leeds.ac.uk)

Further information about the Library <http://library.leeds.ac.uk/>

Further information about the team <https://library.leeds.ac.uk/researcher>

## Additional information

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) section.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) section or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

