

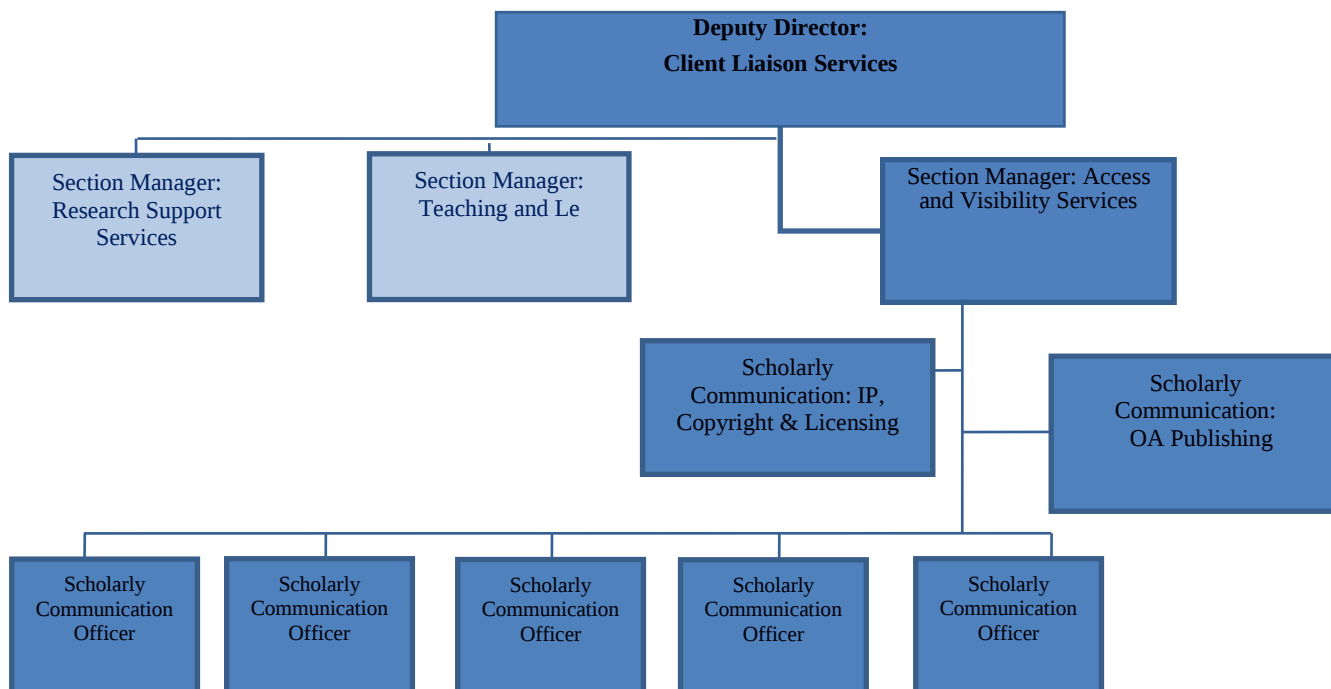
NOTES

- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form should be kept on file in your office.
- For re-evaluations, this form must be sent to your relevant HR Advisor/Officer

POSITION DETAILS

Position Title (<i>current title</i>)	Section Manager: Access and Visibility Services		
Status of Post (<i>tick</i>)	New Post	<input checked="" type="checkbox"/>	Re-evaluation
Job Grade (<i>current grade</i>)	Payclass 12		
Department	Libraries		
Section (<i>if applicable</i>)	Client Liaison Services		
Date of Compilation	02 May 2014		
FOR OFFICE USE			
Job Title			
Date of Grading			
Grading Result			

ORGANOGRAM



PURPOSE

This is a new senior position that will establish and provide a range of open scholarship and publishing services for the University of Cape Town scholarly community. The incumbent will be responsible for a number of specialist teams and act as the primary open access service contact for the institutional repository. The incumbent will provide strategic leadership for the adoption and implementation of open access practices at UCT to showcase its scholarly output and other unique collections. The post has oversight for the staff and operations of the Access and Visibility Services cluster of the UCT Libraries. The incumbent will advise and implement services to help the university community to use common tools and methods, as well as manage projects to deploy new tools and services. With regard to the operations, the core functions include, *inter alia*, open access repository management, open access journals publishing, open access monographs publishing, open data management ; outreach and promotional events for open access activities; open access advocacy; open collection analysis; workflow coordination; open access publishing fund administration, analysis and assessment ; operational management of open access at UCT; providing training in open scholarship tools and methods; maintaining a web presence for open scholarship services; and negotiating with publishers for the right to place content in open platforms; human resources management.

As a new role for libraries and librarians, the incumbent would spend significant time in developing and up-skilling librarians in contemporary open access practices and procedures. Given that this is a new service provided by the UCT Libraries, an important component of the job is open access advocacy and contribution to the development of institutional policy and procedures.

As a member of the Library Management Team, the incumbent participates in library-wide planning; policy framework development; and implements the institutional open access mandate. The incumbent coordinates and develops strategies for the effective growth of open access in support of Library policy and institutional goals and priorities. The incumbent develops and promotes operational procedures and policies to guide decision-making and practice based on sound principles of developing content, providing context, facilitating access and optimizing visibility of scholarly content produced by the University.

JOB CONTENT

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes	Competencies
<p>1) Resource management: Staff of the Access and Visibility Services cluster of UCT Libraries are specialist in:</p> <ul style="list-style-type: none"> • Open access management • Open access publishing of journals, monographs and conference proceedings • Open Education Resources management • Open data management and publishing 	20%	<p>Manages directly the activities of permanent staff positions in specialist teams, provides guidance and leadership across UCT Libraries on open access issues, procedures and policies</p> <p>Provides direction and coordination of cluster work and activities through effective organizing, planning, facilitating and assigning responsibilities, workloads and special projects</p> <p>Manages staff performance, output and delivery aligned with Library, cluster and staff objectives</p> <p>Provides staff with regular feedback about their performance in relation to agreed objectives</p> <p>Identifies and coordinates arrangements for staff training, skills development and coaching</p> <p>Ensures job descriptions are current</p> <p>Contributes to the recruitment process for positions in own cluster</p>	<p>All functions relating to the staff are carried out timeously and in accordance with UCT HR policy and relevant legislation</p> <p>Relevant documentation is correctly completed, signed off and processed timeously</p> <p>Staff members are trained and equipped to meet agreed performance standards and agreed objectives</p> <p>Staff members are highly motivated</p> <p>Job descriptions are current and relevant</p> <p>Personal development plans for all staff are in place, reflect appropriate levels of training and work-related learning requirements and are reviewed regularly</p>	<p>Ability to lead and manage people</p> <p>Verbal and written communication skills</p> <p>Interpersonal skills</p> <p>Ability to problem solve and make decisions</p> <p>Ability to determine training and work-related learning requirements</p> <p>Ability to prioritise and manage timelines</p> <p>High level of planning and organising skills</p>

		<p>Takes responsibility for new staff induction</p> <p>Manages employment relations (grievance, discipline and conflict resolution)</p>		
2) Strategic leadership and management of the Access and Visibility Services	25%	<p>Provides leadership to accomplish the Libraries' strategic goals and the cluster's functional objectives</p> <p>Provides strategic direction for the staff, resources, facilities and activities of the Access and Visibility team for the ingestion of content, management of repository, open access advocacy, open access publishing in gold journals, publishing open access journals, publishing open access monographs, curating, preserving and distributing open educational resources and negotiating with publishers for content that can be lodged in the repository.</p> <p>Providing guidance and leadership to the research community of the University for the publishing of open access content</p> <p>Ensures effective services for library users through organizing and planning the work of the Access and visibility cluster through evaluating and reviewing existing services; through developing and implementing new services as appropriate</p> <p>Provides leadership in applying best practices, new technologies and strategies</p>	<p>Procedures and policies are aligned with the strategic plans of the Libraries and the University</p> <p>Showcase the UCT's scholarly output for improvement in attracting leading academics, researchers and high calibre postgraduate students</p> <p>Support the soliciting of grants and funding</p> <p>Significant improvement in the webometric ranking of the Institution through increased visibility, discoverability and accessibility of scholarly content of the University</p> <p>Demonstrate the ability to work in close collaboration with other Library Section Managers and staff to ensure the effectiveness of the Library's planning, decision-making and operational practices in relation to the Access and visibility cluster.</p> <p>Effective working relations with other Library units, managers and staff</p> <p>Effective communication with staff and</p>	<p>Knowledge and understanding of institutional strategies</p> <p>In-depth knowledge of all aspects of open access from content management to long term curation and preserving; from publishing in gold access journals and monographs; to publishing open educational resources</p> <p>Understanding of overall library functioning and relationship of specialised services to other units' needs</p> <p>Understanding of legal framework of copyright, and other intellectual property issues</p> <p>In-depth understanding of relationship and importance of Access and visibility cluster to UCT's strategic plan, its overall research focus and profile, its internationalization</p>

	<p>for improving the effectiveness the University's open access agenda</p> <p>Provide strategic leadership in intellectual property and copyright issues with respect to collections and formats</p> <p>Actively contributes to strategic library planning and policy development. Actively participates as a member of the Libraries' Management Team and collaborates with other managers to advance the Libraries' strategic goals and priorities</p>	users	<p>focus and international image</p> <p>Strong collaborative and leadership skills</p> <p>Excellent organizational, communication and interpersonal skills</p> <p>Strong service orientation and collegial, team-focused, management skills</p> <p>Good general knowledge</p>
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<p>3) Lead, manage and coordinate the operational activities of the Access and visibility cluster</p> <p>3.1. initiate, manage and coordinate Open Access initiatives and activities at UCT</p>	45%	<p>Develop and implement a governance operating model for Open Access</p> <p>Develop and manage institutional repository</p> <p>Develop and manage publication hosting platform</p> <p>Implement and manage data management plans for open data sets</p> <p>Implement and manage Open Access Publishing Fund (APC fund)</p>	<p>Show the major components—structure, oversight responsibilities, and infrastructure—and their key subcomponents. The subcomponents will show work flows, procedures, and reporting mechanisms.</p> <p>Institutional repository implemented successfully using appropriate software, hardware and procedures</p> <p>Platform to publish journals where staff members are the editors or are on the editorial board of the journal is successfully implemented</p> <p>Open data sets are successfully published with appropriate metadata and citations</p> <p>Open access publishing fund is efficiently managed, monitored and assessed</p>	<p>In-depth knowledge of the Open Access components, activities and operations</p> <p>In-depth knowledge of repositories and the green publishing route</p> <p>In-depth knowledge of DSpace and its plugins</p> <p>Knowledge of copyright regulations and open access commons licenses</p> <p>Knowledge of a variety of open source software</p> <p>Knowledge of new technologies and trends in Open Access and the implementation thereof</p> <p>Knowledge of research and publication processes</p>
<p>3.2. provide leadership in improving the visibility and discoverability of the research output of the Institution</p>		<p>Identify collections at the Institution and make representation for its inclusion into the repository</p> <p>Liaise with researchers and provide support for the addition of full-text articles to the repository and data sets where appropriate</p>	<p>Institutional repository content is visible and discoverable</p> <p>Improved webometric rankings</p> <p>Content will become more visible and</p>	<p>Project management skills</p> <p>Communication skills</p> <p>Training skills</p> <p>Presentation skills</p> <p>Coordination skills</p>

		<p>Register repository with major harvesting services</p> <p>Engage in continuous analysis of visibility and usage of content</p>	<p>harvesting/access by end users is enhanced</p> <p>Regular reports that analyse usage and inform strategic and management planning</p>	<p>In-depth knowledge of harvesting processes and standards</p> <p>Research and analytical skills</p> <p>Knowledge of webometrics</p>
and	3.3. conceptualize, design, test and implement workflows for the populating of Institution's repository	Continuously refine the workflow to ensure minimum wastage of 'depositor' time	<p>Workflows that are efficient, effective and user friendly.</p> <p>Simple and clear procedures for users to deposit content</p>	Research and analytical skills
	3.4. research, test and implement new open access initiatives	<p>Research new open access initiatives including enhancements to current initiatives</p> <p>Test and implement initiatives that will have a positive impact on the strategic actions of the Library and the Institution</p>	<p>Projects are carried out within the time frames set and with the resources allocated</p> <p>Keep pace with open access initiatives and adopt those that add value to the strategic goals of the Library</p>	Research and analytical skills
	3.5. provide leadership in publishing journal titles where the editors have an affiliation with the University	<p>Test and implement the roll-out of OJS</p> <p>Solicit journals that would prefer to be made gold OA and pilot the hosting service with the journal</p> <p>Provide in-depth training of journal managers and journal editors</p>	<p>Provision of a service that adopts the gold open access route. Facilitate the free distribution to scholarly literature especially to African countries end users</p> <p>Have a cohort of OJS skilled journal managers and editors</p>	<p>In-depth knowledge of OJS</p> <p>In-depth knowledge of publication process</p> <p>In-depth knowledge of DOIs, harvesting</p>

<p>3.6. provide leadership in the utilization of open source software to enhance research collaboration (Conferences, webinars, publication of monographs)</p>		<p>Test and implement OCS</p> <p>Solicit conferences that would use OCS from initial stages to point of publication of proceedings</p> <p>Experiment and implement Open Monograph Press</p> <p>Experiment with software such as Big Blue Button for delivery of interactive sessions</p>	<p>Benchmark open access services regularly to maintain high visibility and discoverability levels of institutional output</p>	<p>In-depth knowledge of open source software especially the PKP package</p>
<p>3.7. engage in national and international collaboration for the growth of open access at the Institution</p>		<p>Solicit collaboration with national and international organizations to enhance the growth of Open Access</p> <p>Participate in open discussions on Open Access activities</p>	<p>Well trained and knowledgeable staff cohort that advocates effectively for and can contribute to national and international debates on Open Access</p> <p>Enhanced prestige and leadership role of the Institution in open scholarship.</p>	<p>Knowledge of the national and international OA movement and significant role players</p>
<p>4) Professional leadership and responsibilities</p>	<p>10%</p>	<p>Contributes to the professional ethos and profile of the Libraries through membership of or attendance at appropriate Library and University governance and operational committees</p> <p>Engages in continuing professional and academic growth of the sector through active participation in research and publishing activities in appropriate library and professional organisations</p> <p>Maintains awareness of and implements best practice for open access through</p>	<p>Active and effective leadership and participation on the LMT, Committees, Library cross-functional teams or project teams</p> <p>Effective leadership and contributions to Libraries selection committees</p> <p>Effective leadership of University disciplinary committees</p> <p>Expert and specialist input is contributed at Library, University and community level</p>	<p>Understanding of overall library functioning and relationship of specialised services to other units' needs</p> <p>Proven ability to set agendas and write minutes</p> <p>Proven ability to chair committees</p> <p>Proven ability to write and publish scholarly content</p>

		continual networking and up-skilling within a new and rapidly changing field of librarianship Any other tasks as assigned by the Directorate	Regular published research and conference presentations Contributing to the teaching programme of the Library and Information Studies Centre (LISC)	
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MINIMUM REQUIREMENTS

Minimum Qualifications	Master's Degree in Library & Information Science OR; Master's Degree in a cognate discipline
Minimum Experience	8 years' relevant experience in an academic or research environment, with a minimum of 3 years' experience in management; proven leadership in the area of open access repositories; proven leadership in the area of open access publishing; collection development with special reference to green and gold open content; knowledge and understanding of open scholarship trends; three years management experience and excellent communication and report writing skills.
Recommendation	A track record of publication to demonstrate in-depth understanding of the research production cycle

AUTHORITY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Compiled by	Dr R Raju			
Approved by	G Thomas			
Reviewed by				