|  |  |  |
| --- | --- | --- |
| HR191 | **JOB DESCRIPTION** |  |

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 (*current title)* | Section Manager: Access and Visibility Services | | | |
| Status of Post (*tick*) | New Post | √ | Re-evaluation |  |
| Job Grade (*current grade*) | Payclass 12 | | | |
| Department | Libraries | | | |
| Section (*if applicable*) | Client Liaison Services | | | |
| Date of Compilation | 02 May 2014 | | | |
| *FOR OFFICE USE* | | | | |
| Job Title |  | | | |
| Date of Grading |  | | | |
| Grading Result |  | | | |

**ORGANOGRAM**

Scholarly Communication: IP, Copyright & Licensing

Scholarly Communication:

OA Publishing

Section Manager: Teaching and Le

Section Manager: Research Support Services

Scholarly Communication Officer

Scholarly Communication Officer

Scholarly Communication Officer

Scholarly Communication Officer

Scholarly Communication Officer

**Deputy Director:**

**Client Liaison Services**

Section Manager: Access and Visibility Services

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** |
| 1) Resource management: Staff of the Access and Visibility Services cluster of UCT Libraries are specialist in:   * Open access management * Open access publishing of journals, monographs and conference proceedings * Open Education Resources management * Open data management and publishing | 20% | 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  Provides direction and coordination of cluster work and activities through effective organizing, planning, facilitating and assigning responsibilities, workloads and special projects  Manages staff performance, output and delivery aligned with Library, cluster and staff objectives  Provides staff with regular feedback about their performance in relation to agreed objectives  Identifies and coordinates arrangements for staff training, skills development and coaching  Ensures job descriptions are current  Contributes to the recruitment process for positions in own cluster  Takes responsibility for new staff induction  Manages employment relations (grievance, discipline and conflict resolution) | All functions relating to the staff are carried out timeously and in accordance with UCT HR policy and relevant legislation  Relevant documentation is correctly completed, signed off and processed timeously  Staff members are trained and equipped to meet agreed performance standards and agreed objectives  Staff members are highly motivated  Job descriptions are current and relevant  Personal development plans for all staff are in place, reflect appropriate levels of training and work-related learning requirements and are reviewed regularly | Ability to lead and manage people  Verbal and written communication skills  Interpersonal skills  Ability to problem solve and make decisions  Ability to determine training and work-related learning requirements  Ability to prioritise and manage timelines    High level of planning and organising skills |
| 2) Strategic leadership and management of the Access and Visibility Services | 25% | Provides leadership to accomplish the Libraries’ strategic goals and the cluster’s functional objectives  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.  Providing guidance and leadership to the research community of the University for the publishing of open access content  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  Provides leadership in applying best practices, new technologies and strategies for improving the effectiveness the University’s open access agenda  Provide strategic leadership in intellectual property and copyright issues with respect to collections and formats  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 | Procedures and policies are aligned with the strategic plans of the Libraries and the University  Showcase the UCT’s scholarly output for improvement in attracting leading academics, researchers and high calibre postgraduate students  Support the soliciting of grants and funding  Significant improvement in the webometric ranking of the Institution through increased visibility, discoverability and accessibility of scholarly content of the University  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.  Effective working relations with other Library units, managers and staff  Effective communication with staff and users | Knowledge and understanding of institutional strategies  In-depth knowledge of all aspects of open access from content management to long term curation and preserving; from publishing in gold access to publishing gold access journals and monographs; to publishing open educational resources  Understanding of overall library functioning and relationship of specialised services to other units’ needs  Understanding of legal framework of copyright, and other intellectual property issues  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 focus and international image  Strong collaborative and leadership skills  Excellent organizational, communication and interpersonal skills  Strong service orientation and collegial, team-focused, management skills  Good general knowledge |
| 3) Lead, manage and coordinate the operational activities of the Access and visibility cluster  **3.1.** initiate, manage and co- ordinate Open Access initiatives and activities at UCT | 45% | Develop and implement a governance operating model for Open Access  Develop and manage institutional repository  Develop and manage publication hosting platform  Implement and manage data management plans for open data sets  Implement and manage Open Access Publishing Fund (APC fund) | Show the major components—structure, oversight responsibilities, and infrastructure—and their key subcomponents. The subcomponents will show work flows, procedures, and reporting mechanisms.  Institutional repository implemented successfully using appropriate software, hardware and procedures  Platform to publish journals where staff members are the editors or are on the editorial board of the journal is successfully implemented  Open data sets are successfully published with appropriate metadata and citations  Open access publishing fund is efficiently managed, monitored and assessed | In-depth knowledge of the Open Access components, activities and operations  In-depth knowledge of repositories and the green publishing route  In-depth knowledge of DSpace and its plugins  Knowledge of copyright regulations and open access commons licenses  Knowledge of a variety of open source software  Knowledge of new technologies and trends in Open Access and the implementation thereof  Knowledge of research and publication processes |
| **3.2.** provide leadership in improving the visibility and discoverability of the research output of the Institution |  | Identify collections at the Institution and make representation for its inclusion into the repository  Liaise with researchers and provide support for the addition of full-text articles to the repository and data sets where appropriate  Register repository with major harvesting services  Engage in continuous analysis of visibility and usage of content | Institutional repository content is visible and discoverable  Improved webometric rankings  Content will become more visible and harvesting/access by end users is enhanced  Regular reports that analyse usage and inform strategic and management planning | Project management skills  Communication skills  Training skills  Presentation skills  Coordination skills  In-depth knowledge of harvesting processes and standards  Research and analytical skills  Knowledge of webometrics |
| **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 | Workflows that are efficient, effective and user friendly.  Simple and clear procedures for users to deposit content | Research and analytical skills |
| **3.4.** research, test and implement new open access initiatives |  | Research new open access initiatives including enhancements to current initiatives  Test and implement initiatives that will have a positive impact on the strategic actions of the Library and the Institution | Projects are carried out within the time frames set and with the resources allocated  Keep pace with open access initiatives and adopt those that add value to the strategic goals of the Library | Research and analytical skills |
| **3.5.** provide leadership in publishing journal titles where the editors have an affiliation with the University |  | Test and implement the roll-out of OJS  Solicit journals that would prefer to be made gold OA and pilot the hosting service with the journal  Provide in-depth training of journal managers and journal editors | Provision of a service that adopts the gold open access route. Facilitate the free distribution to scholarly literature especially to African countries end users  Have a cohort of OJS skilled journal managers and editors | In-depth knowledge of OJS  In-depth knowledge of publication process  In-depth knowledge of DOIs, harvesting |
| **3.6.** provide leadership in the utilization of open source software to enhance research collaboration (Conferences, webinars, publication of monographs) |  | Test and implement OCS  Solicit conferences that would use OCS from initial stages to point of publication of proceedings  Experiment and implement Open Monograph Press  Experiment with software such as Big Blue Button for delivery of interactive sessions | Benchmark open access services regularly to maintain high visibility and discoverability levels of institutional output | In-depth knowledge of open source software especially the PKP package |
| **3.7.** engage in national and international collaboration for the growth of open access at the Institution |  | Solicit collaboration with national and international organizations to enhance the growth of Open Access  Participate in open discussions on Open Access activities | Well trained and knowledgeable staff cohort that advocates effectively for and can contribute to national and international debates on Open Access  Enhanced prestige and leadership role of the Institution in open scholarship. | Knowledge of the national and international OA movement and significant role players |
| 4) Professional leadership and responsibilities | 10% | Contributes to the professional ethos and profile of the Libraries through membership of or attendance at appropriate Library and University governance and operational committees  Engages in continuing professional and academic growth of the sector through active participation in research and publishing activities in appropriate library and professional organisations  Maintains awareness of and implements best practice for open access through continual networking and up-skilling within a new and rapidly changing field of librarianship    Any other tasks as assigned by the Directorate | Active and effective leadership and participation on the LMT, Committees, Library cross-functional teams or project teams  Effective leadership and contributions to Libraries selection committees  Effective leadership of University disciplinary committees  Expert and specialist input is contributed at Library, University and community level  Regular published research and conference presentations  Contributing to the teaching programme of the Library and Information Studies Centre (LISC) | Understanding of overall library functioning and relationship of specialised services to other units’ needs  Proven ability to set agendas and write minutes  Proven ability to chair committees  Proven ability to write and publish scholarly content |

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 |  |  |  |  |