

**Senior Library Assistant**

**GRADE 4**

**Job Purpose**

To contribute and assist with the routine operation of Enlighten (the University’s repository in relation to: Enlighten Publications; Theses and Dissertations.

**Main Duties and Responsibilities**

1. To assign appropriate metadata to material deposited in the University’s institutional repository using specialist knowledge and agreed metadata conversions.
2. To assess and check material deposited complies with publisher requirements on copyright laws and versioning, licensing and funding bodies aligned with the Research Excellence Framework (REF).
3. To contribute and participate in the delivery of training workshops for staff depositing material in Enlighten.
4. To assist with the promotion of the repository both internally and externally; to demonstrate the University’s research output which will involve participating in presentations and events and contribute to the Enlighten web pages.
5. To undertake quality checks and data cleansing on the repository (running on e-prints software) reporting regularly on any issues/trends to the Enlighten Team Leader as appropriate.
6. To liaise with the Enlighten Team Leader and Repository Manager to identify development needs to improve workflows and processes to ensure an efficient and effective service continues to be delivered.
7. Undertake any other reasonable duties as required by the [*team, line manager etc*.]
8. Engage in reasonable professional development activities as appropriate.

**Qualifications**

Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.

Scottish Credit and Qualification Framework level 5 or 6 [National 5 or 6, (National 5 or 6 Scottish Vocational Qualification level 2 or 3] or equivalent, and experience of personal development in a similar role.

**Knowledge, Skills, and Experience**

* Excellent IT skills, including familiarity with a range of digital formats, desktop software and web maintenance software.
* Excellent communication and interpersonal skills and interpersonal skills.
* Ability to show judgement to resolve problems independently.
* Good organisational skills.
* Attention to detail and the ability to work to a high level of accuracy in all work undertaken.
* Ability to work flexibly and effectively under pressure.
* Experience of working in a customer focused environment.
* Experience working in a team environment.

**Desirable**:

* Good presentation skills.
* Previous experience of working in the open access environment.
* Previous experience of working in higher or further education environment.