

THE UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

DEPARTMENT : University Library
POSITION TITLE : Research Outputs Liaison Officer
REPORTS TO : Electronic Services Development Manager
CLASSIFICATION : HEO6
DATE CLASSIFIED: 14 July 2008

DIMENSIONS OF POSITION:

The Research Outputs Liaison Officer will be located in the Electronic Services Development Department of the University Library. The Department is responsible for the development and management of the Library's electronic services and infrastructure. The position will collaborate with the University's Research Services Directorate, and Faculty and School administrative and academic staff, providing training and information on guidelines and procedures covering the submission of Research Outputs data for external reporting and internal planning purposes. This position will facilitate the understanding and implementation, within the UNE community, of University policies and processes in regard to its institutional repository, e-publications@UNE, and in regard to the capture and distribution of research outputs through e-publications@UNE.

POSITION OBJECTIVES:

As part of the ESDD team, and in collaboration with the Research Services Directorate, this position will proactively promote, and provide training and in-person and telephone support to members of the UNE research community in adopting e-publications@UNE as a key component in their research and publication activity.

This position will provide a point of contact for academic and support staff enquiries on the role of e-publications@UNE in promoting and exposing the University's research, and the implications this has for research funding as determined by the Federal Government's Higher Education Research Data Collection (HERDC) and research quality reviews.

The Liaison Officer will develop practices and procedures to ensure consistency of data quality, auditing and compliance with external guidelines and will provide advice to the Electronic Services Development Manager and Research Services of any issues in regard to the successful operation of e-publications@UNE.

DUTIES:

Under the general direction of the Electronic Services Development Manager, the Research Outputs Liaison Officer will,

1. collaborate with Research Services to develop a coordinated and efficient approach to the capture of the research outputs of the UNE community.

2. liaise with academic staff and support staff of the UNE research community to ensure the capture of digital objects appropriate to be housed in the institutional repository by providing one-on-one and group educational assistance on the submission of academic objects to the repository (e-publications@UNE).
3. promote the importance of the data collection to academic and administrative staff and research students by initiating contact and providing educational/training opportunities on open access issues and the role of institutional repositories in general and e-publications@UNE in particular.
4. report to the Electronic Services Development Manager and Research Services on progress made and any e-publications@UNE issues being encountered by members of the UNE research community.
5. actively engage in review of constantly changing Government guidelines and provide policy and process advice relating to external data collections (such as the annual DEEWR Publications Audit and research quality reviews).
6. develop processes and procedures for capturing, entering, auditing and analysing the Publications data.
7. ensure that the university's policies and procedures relating to equal opportunity, risk management, records management, occupational health and safety and quality assurance are applied in relation to the responsibilities of this position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A degree with relevant experience, or extensive experience in administration with a broad knowledge and appreciation of the importance of research and publication within the university sector.
2. Outstanding interpersonal skills including the ability to: promote and gain cooperation, liaise, consult, advise, train and negotiate with a wide range of university and external agency staff.
3. Demonstrated ability to analyse and interpret and provide advice on complex information.
4. Demonstrated ability to organise own work, to manage a number of tasks simultaneously,
5. Demonstrated ability to work independently and as part of a team.
6. High level computer skills using appropriate software (spreadsheets, databases, wordprocessing).
7. Be, or have the ability to become, competent in the use of the software which supports the use of e-publications@UNE
8. Demonstrated understanding and commitment to OH&S, Risk Management, Quality Assurance, records management and EEO principles as they relate to this position.