

Position Description – Library Specialist (Scholarly Communication)

27 September 2023

POSITION DETAILS	
College/Portfolio	<i>Corporate Services</i>
Organisational Unit	<i>Library</i>
Supervisor (Title)	<i>Library Coordinator (Research Engagement)</i>
Classification	<i>Higher Education Officer Level 7</i>
Employment Type	<i>Full-time, Continuing</i>

POSITION SUMMARY
<p>Under broad direction, the Library Specialist (Scholarly Communication) will be responsible for delivering specialised scholarly communication advice, support, and training to the Flinders University academic community. The incumbent will be a key member of the Library Research Engagement team, contributing expertise including advocacy on open access initiatives and transformative publishing agreements, assisting researchers to understand publication processes, and providing guidance on scholarly communication practices.</p> <p>The position works in close collaboration with staff across the Library, and particularly within Engagement & Scholarly Communication, to facilitate the delivery of research support services to the University. In addition, the Library Specialist (Scholarly Communication) will work proactively with other research support colleagues across the University including those in Research Development & Support, as well as in Colleges and Institutes.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Library Specialist (Scholarly Communication) will be accountable for:

1. Providing subject matter expertise on scholarly communication for the University research community, including publishing opportunities via open access mechanisms, publishing opportunities via Read & Publish ('transformative agreements'), publishing for impact, Publication metrics, and bibliodiversity.
2. Developing and maintaining a suite of training materials and activities on scholarly communication for the University research community.
3. Developing and maintaining appropriate communications channels, such as webpages and social media presence
4. Contributing to the development of scholarly communication expertise within the library by sharing knowledge and developing others' capabilities.
5. Acting as a champion for diversity in publishing, including open access options, in order to influence and advocate across the University.
6. Maintaining professional and technical knowledge relevant to scholarly communication by attending and contributing to appropriate external opportunities and participating in professional networks.
7. Building and maintaining effective working relationships with key stakeholders and other areas of the University.
8. Contributing strategically to Library and relevant University committees.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience; or an equivalent combination of experience and/or education and/or training.
- Demonstrated understanding of scholarly communication practices and open access principles.
- Demonstrated experience in delivering training and advisory services to researchers, higher degree by research students, and research support specialists.
- General to broad knowledge of publication metrics principles, reporting practices, and tools.
- Familiarity with research systems for capturing and displaying research outputs.
- Demonstrated well developed to high level communication, interpersonal, and negotiation skills.
- Demonstrated proficiency in data analysis and data visualisation tools.
- Demonstrated ability to work collaboratively and proactively within own team and with other teams.
- Demonstrated ability to commit to the University's values of Integrity, Courage, Innovation and Excellence.
- Relevant experience in academic libraries (desirable).