**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Information Assistant (Research Support)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Library</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>5</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Research Information Manager (Open Access)</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Purpose of the Post**
To support the collection and management of bibliographic information and files relating to the College’s submission for the forthcoming Research Excellence Framework (REF).

**Key Tasks**

**Support for the collection and management of bibliographic information and files for REF Submission**

1. Work with the Research Information Manager (Open Access) to support academic departments in uploading bibliographic data and documents relating to research outputs into the research information system.

2. Input and validate information in the research information system ready for submission and deal with any subsequent queries. This will include close liaison with academic departments.

3. Undertake follow up activities relating to the collection, management and quality assurance of records. This will involve close liaison with related stake-holders, including the Research Information Manager (Open Access).

4. Manage the daily checking processes to ensure checking is completed in a timely and efficient manner.

5. Check compliance with Open Access requirements relating to the REF.

6. Record key information about outputs within the research information system and other systems used to record and track research outputs.
7. Identify and deal with quality assurance issues relating to legacy records.

8. Keep up to date with operational REF developments, engaging with expert staff at Royal Holloway and attending workshops as necessary.

Support for the collection and management of bibliographic information and files relating to funder's OA policies including Research Councils UK (RCUK)

9. Perform bibliographic checking to support compliance with RCUK OA policy.

10. Work with the Research Information Manager (Open Access) to monitor compliance with the RCUK OA policy.

Bibliographic Data Quality Assurance

11. Perform analysis of bibliographic data in the research information system.

12. Identify relationships between researchers and organizational units.

13. Make use of other available tools to provide and enhance data quality (Scopus etc.).

14. Monitor developments relating to the REF and ensure that modifications are made to data in the research information system as appropriate or required.

15. Check compliance with any bibliometric requirements relating to the REF.

General

16. To provide support and assistance to the Library’s Research Support team in the delivery of their work.

17. Participate in advocacy activities including support for the Post Graduate Researcher (PGR) space in the Library, social media and promotional materials.

18. Participate in Library and College project work and activities, as required, to meet the University’s strategic aims and goals.

19. Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

20. As the needs of the College change so the above job profile and duties will be adjusted accordingly.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.
The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.