POSITION DESCRIPTION

Position Title: Research Output Officer – UQ eSpace
Organisation Unit: Learning and Research Services
The University of Queensland Library
Position Number: 
Type of Employment: Fixed Term / Full Time
Classification: Hew Level 4

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-
level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Library is integral to learning, discovery and engagement at The University of Queensland. We provide access to quality scholarly information resources and quality client focused services and spaces to support teaching and research at The University of Queensland. We partner with the UQ and wider community to provide pathways to enrich learning and research."

The Library’s collection is one of the largest academic collections in Australia and by far the largest in Queensland. Annual expenditure on Library materials is approximately $19 million. The collection encompasses more than 2.5 million volumes, a burgeoning online collection of approximately 75,000 distinct journal titles in electronic and/or print format, over 500,000 electronic books and over 1,000 networked databases, as well as manuscripts, microform and pictorial collections.

Information about the University of Queensland Library including its Profile and Operational Plan is available at www.library.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is to provide services to enable The University of Queensland’s institutional repository, UQ eSpace, to maintain an accurate and complete collection of publications to support both the University’s research reporting requirements and a number of UQ research performance related systems.

Duties

Duties and responsibilities include, but are not limited to:

- Create, edit and maintain records for the institutional repository, UQ eSpace. This includes ensuring relevant bibliographic metadata is accurate, UQ authors are linked to author identifiers and supplementary information for open access and government reporting such as ERA is sourced and uploaded according to established guidelines.
• Assess and upload open access publications to support UQ and research funding body policies on open access.

• Assess publications for reporting eligibility and source and upload evidence where required, according to established guidelines.

• Respond to and resolve research publication enquiries through a variety of flexible delivery options, such as telephone, email, and other communications technologies (e.g. Eventum) and refer clients needing further assistance to relevant staff.

• Review integrity reports and resolve issues to ensure accuracy of data.

• Initiate and maintain author identifiers such as Researcher ID and provide advice and assistance to staff including librarians as required.

• Assist in the development, publication and maintenance of Library documentation.

• Prepare basic statistical reports.

• Conduct searches, using in-house and online databases to obtain bibliographic and related metadata.

• Provide information assistance to the UQ community that reflects a client service ethos in order to maximise the use of Library resources, services and facilities.

• Publish UQ theses in UQ eSpace in accordance with author and UQ policy requirements.

• Provide information and advice to the UQ Community on UQ policy and procedures relating to UQ research outputs.

• Other duties as required related to UQ eSpace and research output collections.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University's Code of Conduct

- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

**Organisational Relationships**

This position reports to Librarian – Research Outputs.
SELECTION CRITERIA

**Essential**

- Diploma of Library and Information Services (Library Technician or equivalent) and relevant work experience or an equivalent combination of relevant experience and education/training.

- Excellent organisational, communication and teamwork skills

- Ability to provide an information service to library customers

- Well developed IT skills e.g. (Microsoft Office Suite, Internet searching techniques, photo-editing software, Adobe Acrobat Professional) and knowledge of or the ability to quickly acquire knowledge of UQ online systems.

- Knowledge of automated library systems or comparable information technology.

- Demonstrated customer service skills and a commitment to providing a quality customer service

- Ability to work with minimal supervision

- Flexibility and adaptability, with a willingness to learn new skills

Please note:

- The University of Queensland Library reserves the right to transfer staff to any of its services.

- Evening and weekend work may/will be required.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.