

Position/Job Title:	Research Librarian
Ref:	POSN 000106131
Location/Building:	The Sir Michael Cobham Library
Faculty/Professional Service:	Academic Services
Group/Section:	Library and Learning Services
Normal Hours per Week:	1 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	6
Accountable to:	Library Academic Liaison Manager

If this role comes has contact with apprentices, the postholder must be familiar with our Safeguarding Policy and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.

Job Purpose

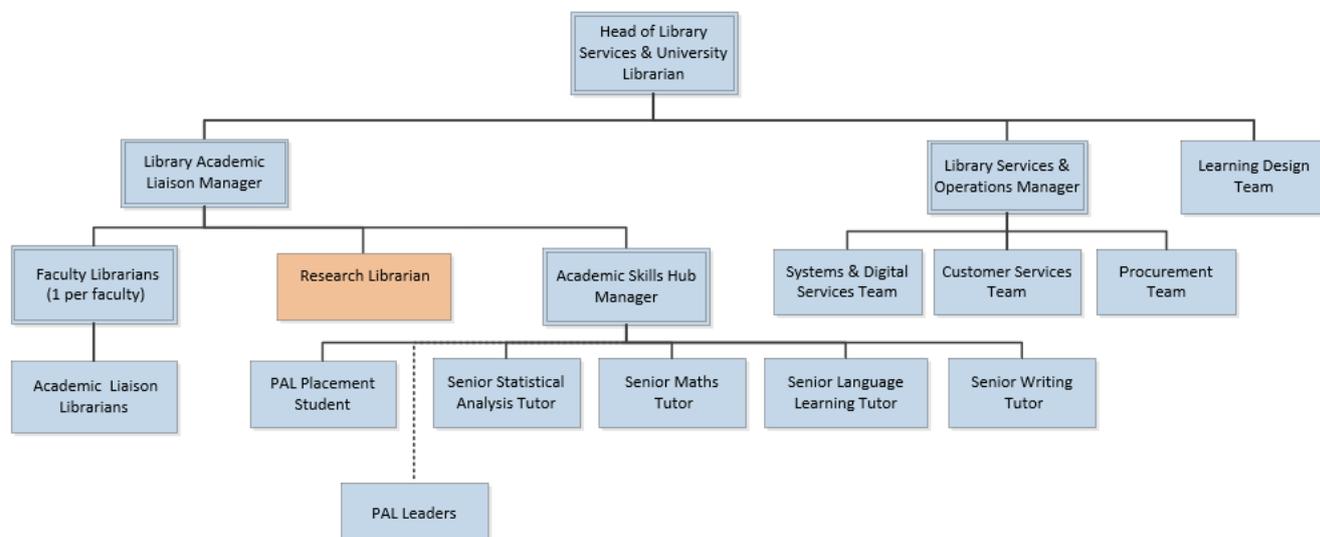
The Research Librarian role manages the Library and Learning Services (LLS) provision of expert advice and guidance on open research practices, enabling researchers to enhance the visibility of their research. With strategic guidance from the library senior management team, the post has a lead role in managing relationships and business between LLS and key research stakeholders, to advocate and educate for openness in the research lifecycle.

Main Responsibilities

1. Provide operational leadership and strategic advice on open scholarly communications for Library and Learning Services (LLS)
2. Manage and deliver a service for researchers to enable deposit of research outputs in the Bournemouth University's open research outputs repository, BURO.
3. Provide advice and develop guidance for researchers on open access publishing options, copyright and licensing issues, and university and funder requirements.
4. Work with BU colleagues to maintain repository workflows to ensure metadata and deposits are managed to maximise discoverability and re-use, and adhere to REF, publisher and funder open access policy.
5. Collaborate with Research Innovation and Support (RIS) to develop and deliver a programme of advocacy and training in open access to promote a culture of open research.
6. Collaborate with research stakeholders to develop and implement relevant policies, systems and procedures.
7. Contribute to the development and delivery of teaching to support researcher and postgraduate researcher development programmes, and wider LLS teaching as required.
8. Deliver relevant reports and management information to inform service provision and decision making.
9. Provide training and awareness to colleagues to ensure robustness in BURO service delivery and continuous improvement
10. Keep up to date with professional developments in open access repositories, research systems, and publisher agreements, to inform use, implementation and purchasing decision making.
11. Manage the process for the deposit of theses in collaboration with the Doctoral College and LLS colleagues

12. Contribute to the professional knowledge base through publication, conference presentations and social media.
13. Contribute to support for institutional requirements for bibliometrics
14. Any other duties as may reasonably be required by the Library Academic Liaison Manager and Head of Library Services & University Librarian.

Organisation Chart



Contacts

Internal:

LLS colleagues up to Head of Library Services and University Librarian

Researchers

Faculty colleagues up to Associate Dean Research, Innovation And Enterprise

Research & Innovation Services

Doctoral College

Academic Services colleagues up to Academic Registrar

Other professional services including IT, Legal Services, Student Services

External:

Research librarians and administrators in other HE institutions e.g. UKCORR

Jisc

SCONUL/CILIP special interest groups

Publishers, information providers and research systems suppliers e.g. Eprints Services

Challenges *What are the most difficult, complex or challenging parts of the job*

- Engaging with busy academic staff and raising awareness of open research practices so that all eligible research is made available open access.
- Keeping up with complex wider open access developments and ensuring relevant BU staff are updated.
- Processes that support REF compliance
- Guidance for thesis deposit

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

February 2026



Person Specification

Position / Job Title: Research Librarian	Position No: POSN 000106131
Faculty / Service: Academic Services	Date: Feb 2026
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Undergraduate degree or equivalent qualification (e.g. apprenticeship)	E
Knowledge of the research lifecycle and Higher Education research practices	E
Experience of developing services for a wide range of users, ideally for postgraduates and researchers	E
Experience of managing or administering research repositories or other systems to enhance discoverability	E
Experience of a strategic approach to developing and delivering teaching / training programmes	E
Experience of working in partnership with stakeholders	E
Knowledge of the learning and teaching needs of higher education	D
Fellowship or willingness to achieve fellowship of AdvanceHE (i.e HEA Fellow)	D
Skills	
Excellent communication skills, written and verbal	E
Excellent interpersonal skills and self-awareness	E
Excellent IT skills, including MS Office	E
Planning and organisation skills	E
Leadership skills	E
Budget management skills	D
Human resource management skills	D
Attributes	
Team player	E
Flexible approach	E
Able to manage own workload and make decisions independently	E
Ability to influence and motivate others to achieve behavioural change	E
Rigorous and thorough approach	E
Commitment to personal and professional development	E
Commitment to sharing good practice and being a reflective practitioner	E
Commitment to developing solutions and services which foster inclusivity	E