

Information Advisor (Copyright and Licensing)

DIRECTORATE OF DIGITAL AND INFORMATION SERVICES

Closing date: 25 January 2022

Interview date: To Be Confirmed

Reference number: LIB216A



INTRODUCTION

This vacancy provides an excellent opportunity for a suitably qualified and experienced candidate to help the University of Aberdeen develop an important new copyright and licensing advisory service. The Information Advisor (Copyright and Licensing), based in the University Library and part of the Digital and Information Services Directorate, will develop the University's Copyright Literacy Strategy to enhance copyright education and advice services offered across the University. They will liaise with colleagues to provide a valuable addition to services in key areas including use of digital resources to support teaching, online reading lists, Open Access and Scholarly Communications as well as providing specialist support to staff and students across the university.

The postholder will work within the Library's Teaching, Liaison and Consultancy Team and also with colleagues across the Directorate and other relevant University professional teams. They will also work closely with academics and students to improve levels of copyright literacy and ensure teaching, learning and research is of the highest standard. The postholder will ensure services such as the reading list system and digitisation service comply with copyright and licensing requirements. They will develop an understanding of copyright risk management and provide support to decision makers.

The role is within the Teaching, Liaison and Consultancy Team in Library Services, which is part of the University's Directorate of Digital & Information Services (DIS). DIS sits within Professional Services which has approximately 1,500 staff providing support to student, academic and other corporate and areas.

JOB DESCRIPTION

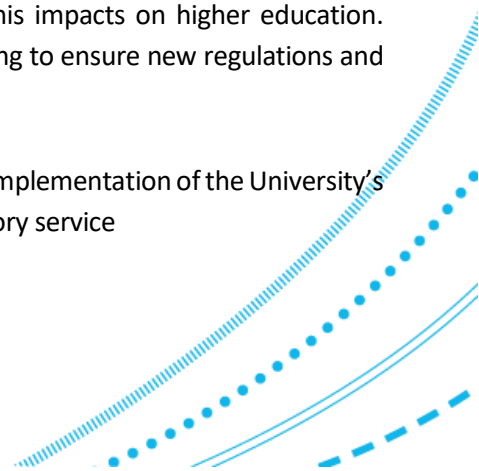
MAIN PURPOSE OF THE ROLE:

As an initial high priority, the post holder will lead on the development and delivery of a new University Copyright Literacy Strategy, including policies, training, tools and other support services to ensure the University meets its copyright obligations. The postholder will pioneer the provision of a copyright advisory service within the Library to ensure resources and services are used in accordance with copyright and licensing terms. They will act as the primary source of advice and support on relevant copyright matters and will work closely with Library colleagues to build a wider understanding of copyright across the directorate to support the wider University.

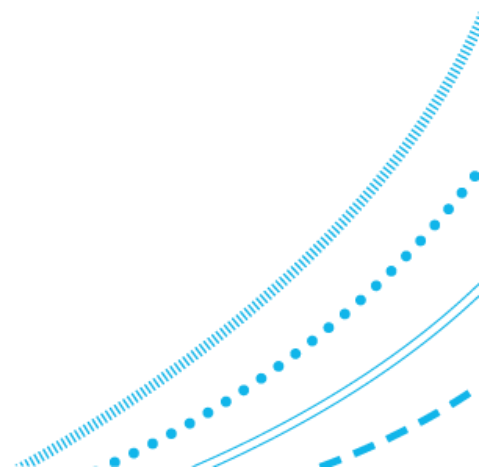
This will include interpretation of copyright law and licensing terms, rights retention strategies and licensing non-traditional outputs, use of copyright exceptions for education and research purposes, copyright in the online environment, and copyright in relation to Open Access and Scholarly Communications. They will create and develop appropriate copyright support materials (print, electronic, video and social media), provide education and training to library colleagues and service users (academic staff and students), promote the service and provide enquiry support.

KEY RESPONSIBILITIES:

- Maintain an in-depth understanding of relevant legislation and how this impacts on higher education. Incorporating copyright, scholarly licensing and risk-based decision making to ensure new regulations and legislation are appropriately disseminated to staff and students
- Support the senior management team by developing and leading on the implementation of the University's Copyright Literacy Strategy, and associated copyright and licensing advisory service



- Ensure best practice in the use of copyright materials for educational purposes and compliance with the terms of the Copyright Licensing Agency (CLA) within the digital learning platforms and University's Copyright Policy (under development)
- Oversee the copyright and licensing aspects of the Reading List service and CLA Digitisation Services
- Act as the CLA Licence Coordinator maintaining records for all university wide copyright licence agreements (e.g. ERA, NLA Media Access)
- Provide training and supervision of staff across Library Services' teams to support copyright enquiries (including staff in Acquisitions, Cataloguing, Information Centre and Teaching, Liaison & Consultancy (TLC))
- Provide a copyright enquiry service to support academic and professional services staff in copyright and licensing issues related to all aspects of teaching, learning, assessment, research and administration
- Provide advice and guidance to the Library's Scholarly Communications Service in relation to Open Access publishing and the use of Creative Commons licenses
- Set and monitors KPIs for the copyright service, and actively contributes to improving copyright compliance across the University
- Provide information, tools, and training to support copyright education to students as appropriate to their discipline, through liaison with academic staff and working alongside Library Subject Experts who deliver information and digital literacy sessions
- Support the Information Consultants in the provision of discipline and course specific lectures, demonstrations and workshops
- Participate in library-related projects to develop and improve our ability to support users, e.g. information skills, reference management, flexible learning and delivery
- Develop relationships and liaison with relevant internal and external stakeholders to ensure the Copyright Literacy Strategy is understood and adopted throughout the university
- Engage with peer networks to ensure the copyright and licensing advisory service aligns with good practice across the sector and keep up to date with the latest practices



You will be an enthusiastic, experienced communicator, administrator and team-worker with a highly professional approach to service management and customer care. Educated to degree level (or equivalent qualification), you should have experience of managing copyright and scholarly licensing issues in a customer-facing library or education environment and be motivated by the opportunity to take a lead role in service innovation.

You will have experience of preparing and delivering teaching and training in a professional information environment along with effective digital skills enabling a rapid understanding of specialist library and learning systems and the ability to train and empower a broad range of people in the use of digital services.

TERMS OF APPOINTMENT

Salary will be at the appropriate point on the Grade 6 salary scale (£34,304 - £40,927) and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period.

For further information on various staff benefits and policies please visit www.abdn.ac.uk/staffnet/working-here

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information, please refer to our [Homeworking Policy](#).

This post does not meet the minimum requirements for visa sponsorship under the Skilled Worker Route. We are therefore unable to consider applicants for this post that require sponsorship to work in the UK.

AT A GLANCE

SALARY:

Grade 6

£34,304 - £40,927 per annum

HOURS OF WORK:

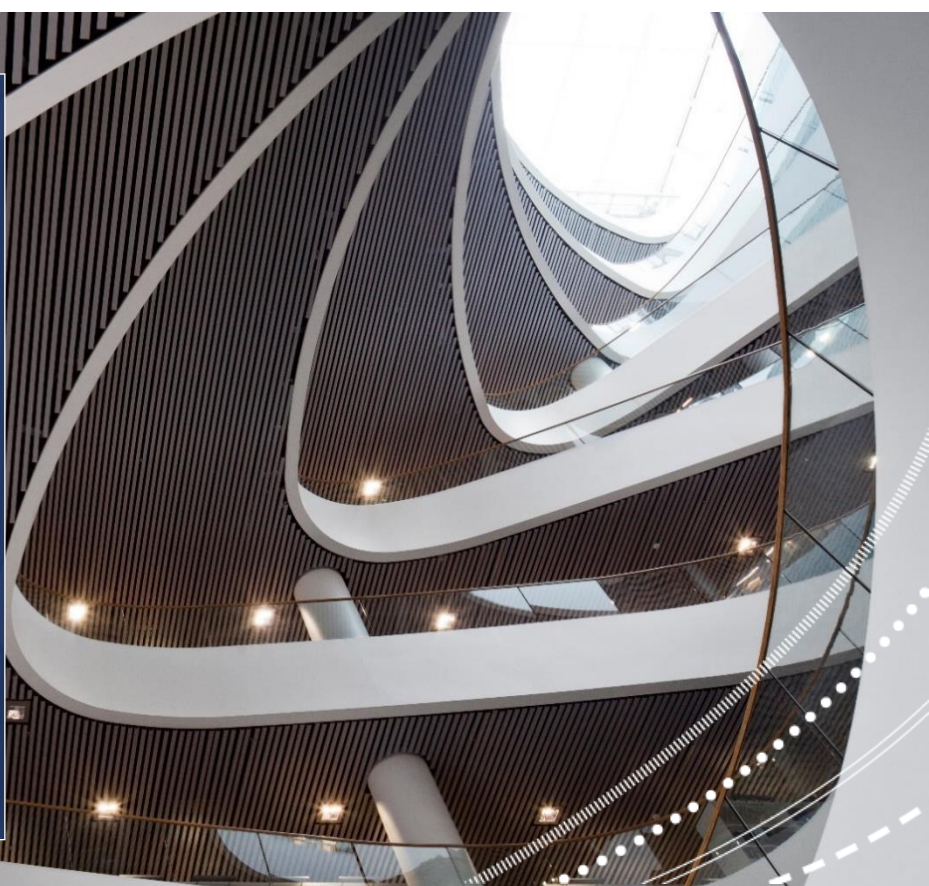
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CONTRACT TYPE:

Substantive

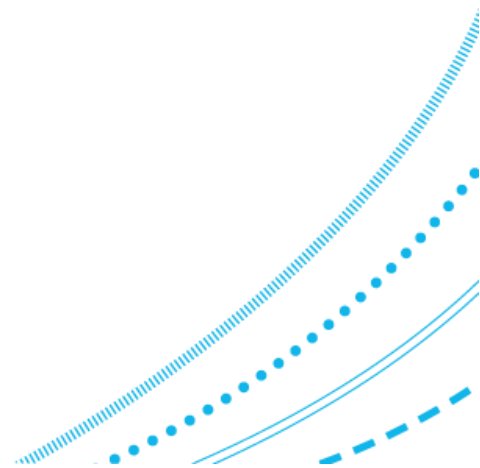
LOCATION:

Aberdeen

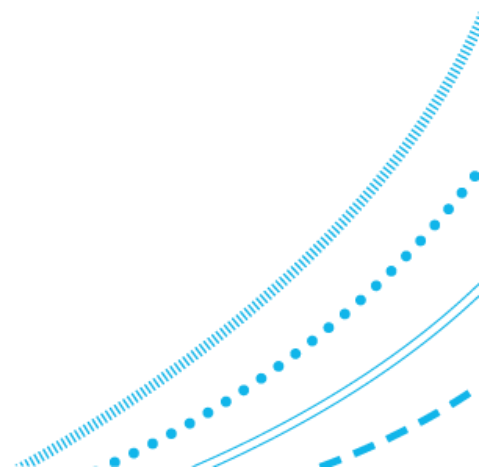


PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education/Qualifications Academic, technical and professional education and training	<ul style="list-style-type: none"> Educated to degree level, or equivalent experience in a relevant environment that closely aligns with the remit of the post 	<ul style="list-style-type: none"> Qualification in copyright law or related area of information law.
Work and Other relevant experience (including training) e.g. Specialist knowledge, levels of experience, supervisory experience, research	<ul style="list-style-type: none"> Experience of copyright, licensing or legal compliance in a library, education or public sector field Experience of taking a lead role in a team or project Ability to understand and react to technical policies, standards, policies and guidance that relate to service management and delivery Experience of preparing and delivering teaching and training in a professional information environment Confidence in the use of Microsoft Office applications, particularly Word, Excel and PowerPoint Experience of social network tool for professional communication purposes Experience of synchronous and asynchronous communication using digital tools Experience of working with service users and handling complex enquiries 	<ul style="list-style-type: none"> Experience of information management and delivery in a modern academic library Knowledge of university policies and procedures, with an understanding of relevant University and Higher Education issues which impact on the role



	ESSENTIAL	DESIRABLE
Personal qualities and abilities e.g. initiative, leadership, ability to work on own or with others, communication skills	<ul style="list-style-type: none"> • <i>Excellent interpersonal skills and motivational skills and the ability to motivate and influence others</i> • <i>Highly developed written and verbal communication skills including the ability to communicate complex ideas in an accessible way</i> • <i>Experienced and collegiate team worker, able to take a lead role, and work across organisational boundaries and with colleagues at all levels of seniority</i> • <i>The capability to operate within a complex environment</i> • <i>Effective digital skills enabling a rapid understanding of specialist library and learning systems</i> • <i>Ability to self-motivate, prioritise and make decisions independently</i> • <i>Excellent time management, organisational skills and attention to detail</i> 	<ul style="list-style-type: none"> • <i>Leadership skills.</i>
Other e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.	Willing to travel occasionally in Scotland and the UK	



UNIVERSITY OF ABERDEEN

open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad based, research intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.



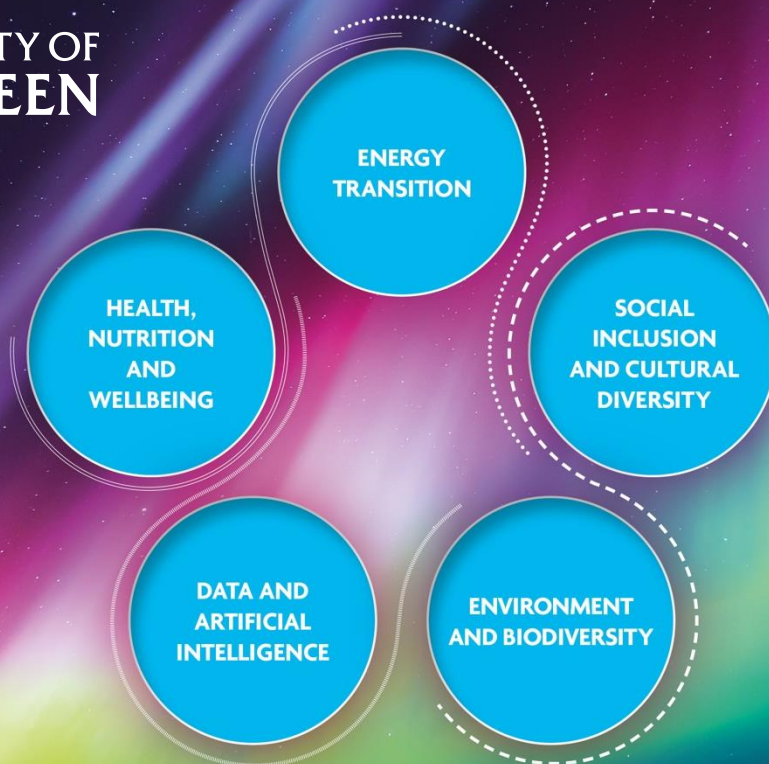
CURRENT CONTEXT

The University continues to build on its achievements. Underpinning our high performance and significant growth is a £100m investment in Aberdeen's estate which will include the completion of a new Science Teaching Hub, the regeneration of the historic King's Quarter and a new Business School building. The University has also invested in 50 new academic posts and in 2020 launched five interdisciplinary, cross-institution Research Centres that will catalyse world-leading research in our areas of strength. Our five Interdisciplinary Challenges are: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing.

ABERDEEN 2040

On our 525th anniversary as a University we launched [Aberdeen 2040](#), our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- **Inclusive**
We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.
- **Interdisciplinary**
We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.
- **International**
We connect with others and extend our networks and partnerships around the world. We think across borders.
- **Sustainable**
We understand and nurture our environment, and take care of our resources, including our people and finances. We work responsibly.



OUR EDUCATION

Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH

Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen's Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.

INTERNATIONAL

Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships in e.g. Qatar, China, North America, Europe. We feature in the top 50 institutions worldwide for international students¹ and have been named 31st in the world for International Outlook². The University of Aberdeen is proud to be the first UK University to deliver programmes on a dedicated campus in Qatar in partnership with AFG College. Phase 1 has successfully recruited over 600 students and Phase 2 will see the creation of a substantially larger campus, with capacity for at least 5,000 students and research activity. For further information on our Qatar campus visit www.abdn.ac.uk/qatar.

IMPACT

Our dedication to building a sustainable future is reflected in the Times Higher Education Impact Rankings 2021 where we were ranked in the top 60 Universities worldwide for positive impact on society.

In 2020 the University signed the United Nations Sustainable Development Goals accord, solidifying our commitment to developing the world in a sustainable way. In 2021 we were listed in the global Top 50 for 6 of these goals and in the UK Top 20 for all 17³.

¹ QS World University Rankings 2022

² Times Higher Education World University Rankings 2022

³ Times Higher Education Impact Rankings 2021



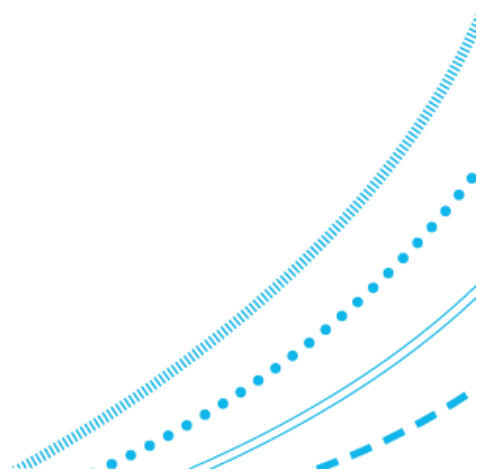
THE DIRECTORATE OF DIGITAL AND INFORMATION SERVICES

The Directorate combines Library & IT Services functions to deliver a comprehensive package of digital services to the staff and students at the University. It manages all aspects of IT development and support, provides information governance functions and includes both Library and Museum collections and services.

The University Library operates across three sites, including the award-winning Sir Duncan Rice Library, a nine-storey building which opened in 2011, providing over 1,000 study spaces and providing access to both modern and special collections. There are also separate Law and Medical libraries. The service provides for both researchers and students and offers significant online collections to support digital scholarship and blended learning. The Library increasingly provides publishing services in support of open access scholarly communications and ensuring the discoverability of research data.

The Library's research and learning services comprise information consultancy, information skills, enquiry services, scholarly communications, reading list services and metadata services. Our new reading list system, Leganto, has formed a critical component of our support for blended learning during the pandemic. Our scholarly communications service supports open access publishing and research data discoverability and is moving into wider publishing activity and bibliometrics. Immediate priorities are to ensure a sustainable and copyright compliant reading list service, contribute to the implementation of the DORA obligations at Aberdeen and strengthen connections and joined up services with colleagues in the Directorate's Digital Research team, and those in the Research and Innovation Directorate.

The Directorate is also focusing on the Aberdeen 2040 strategy and developing ambitious plans to respond to the direction this sets for the University of Aberdeen.



ABERDEEN AND ABERDEENSHIRE

Scotland's third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland's top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de-Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including [His Majesty's Theatre](#), [Music Hall](#), [Art Gallery](#), [the P&J Arena](#), [Museums](#), and [Beach Leisure Centre](#). The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland's most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

Aberdeen has ranked consistently highly in nationally recognised quality of life surveys, and was recently named the happiest city in the UK to live and work in⁴.

To find out more visit www.visitabdn.com



⁴ Shawbrook Bank Happiest Cities Index 2021

EQUALITY AND DIVERSITY

The University values a diverse working environment and recognises the benefits this can bring. The University is keen to receive applications from individuals from across all of the equality protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

The University supports opportunities for flexible working for a range of reasons and has policies in place to facilitate this. The policies can be found at <https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php>.

The University's commitment to gender equality has been recognised through the achievement of an Athena SWAN Bronze award at an institutional level and across all its subject areas. The University is also a Stonewall Diversity Champion to further LGBT+ equality.

The University is signed up to Advance HE's Race Equality Charter, affirming the University's commitment to the charter's aim of improving the representation, progression and success of minority ethnic staff and students within higher education.

Candidates who are British Sign Language (BSL) users can contact us directly by using [contact SCOTLAND-BSL](#).

The University is delighted to be accredited as a [Disability Confident](#) employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277

HOW TO APPLY

Online application forms are available at www.abdn.ac.uk/jobs

The closing date for receipt of applications is **25 January 2022**

Should you wish to make an informal enquiry please contact:

Claire Molloy,

Information Consultant

c.a.l.molloy@abdn.ac.uk

Please do **not** send application forms or CVs to Claire Molloy

Please quote reference number **LIB216A** on all correspondence

