**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks

It may be varied from time to time at the discretion of the College in consultation with the postholder

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| **Job Title:** Open Research administrator | **Job ref no: CBS-0138-24** |
| **Grade:** 5 | **Department:** Comparative Biomedical Sciences |
| **Accountable to:** Patrick Lewis | **Responsible for:**  |

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| **Job summary:** We are seeking to appoint a skilled and motivated individual to join the RVC Open Research team in the capacity of UKRN Open Research Project Officer. In this important role you will directly contribute to the RVCs research strategy by communicating the benefits of, and helping enable, Open Research practices across the College. The Project Officer will work across the College, and nationally with the UK Reproducibility Network (UKRN; [www.ukrn.org](http://www.ukrn.org)), to accelerate the uptake of Open Research practices. Open Research refers to research which is practiced in a way that is suitably transparent for others to contribute and collaborate, and that enables research to be reproduced. You will develop a database of evaluation and advocacy tools to help embed Open Research practices within the university and the wider academic community.The post will be a key part of the RVCs involvement in the wider UKRN Open Research project. This project will drive uptake of Open Research practices across the UK, through the delivery of training and evaluation of its impact. Initially the project will be delivered across institutions that are part of the UK Reproducibility Network. The network is expected to grow over the five years of the award, making training and material available more widely across the sector. There is an opportunity to integrate study for a master’s by research into open research practise in bio veterinary sciences as part of this position. |
| **Competency:** Experience of the research lifecycle (as a researcher or in a support role)**Key tasks:** * Supporting open research publication and data availability working with library services
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| **Competency:** Experience of reporting findings to academic and non-academic audiences. For example, experience of report writing, writing blogs, and news items.**Key tasks:*** Engaging with research and administrative staff across the RVC about open research and reproducibility via newsletters and blogs
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| **Competency:** Evidence of strong communication skills. Examples include engaging with University stakeholders from different sectors and departments and with organisation such as the UKRN stakeholder organisations; strong presentation skills; (social) media experience and expertise.**Key tasks:** * Communicating within and without the RVC, across administration services in the college and with the wider UKRN
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