QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title: Research Data Management (RDM) Librarian

Unit/Library: Open Scholarship Services

Term: Continuing appointment

Date: March 2021

Description:

The RDM Librarian is a continuing appointment that reports to the Head of Open Scholarship Services (OSS) at the Queen's University Library (QUL) and works with colleagues throughout OSS, the library, and the university.

The RDM Librarian provides services to researchers that facilitate the management and sharing, as openly as possible, of their data throughout the stages of the research data lifecycle. This includes applying best practices for the collection, description, preservation, access, and reuse of research data guided by the FAIR data principles and the Queen's VOICE principles for the dissemination of research results.

The RDM Librarian actively supports researchers to access and use data and statistics and encourages the use of open data and statistics as part of the research process and in teaching.

This work aligns with the QUL's strategic priority of broadening the reach of Queen's research to a global audience with expanded digital platforms and services, in collaboration with and in support of, emerging regional, national, and international initiatives to provide open access to research and scholarship.

Duties:

- Develop RDM services, policies, and procedures that enable the adoption of effective RDM practices in response to the requirements found in the Draft Tri-Agency's Research Data Management Policy
- Develop a proactive outreach strategy to recruit research data generated from across disciplines for deposit into open repositories
- With OSS and library colleagues, promote best practices for RDM that leverage tools and community expertise for Data Management Planning and Data Archiving: e.g., Federated Research Data Repository (FRDR), Portage DMP Assistant, and Scholars Portal Dataverse
- Collaborate with library and campus colleagues to build shared capacity to support research data management and to educate researchers on best practices, and funder and publisher requirements governing access to research data
- With the Research Data Management Systems Librarian, collaborate with colleagues within the Queen's community (e.g. Centre for Advanced Computing, IT Services, Office of the Vice-Principal Research and departments), nurturing partnerships and, as appropriate, acting as principal contact on research data management projects
- Working with librarians to undertake outreach, instruction, reference, and consultation to educate, advise, and support Queen's researchers on the appropriate services and tools for RDM and to access and use data and statistics

- Supports researchers to access and use data and statistics, and encourages the use of open data and statistics as part of the teaching and research processes
- Coordinate with OSS colleagues to support access to, and use of, data-intensive resources including maps and geospatial data, Statistics Canada data, other government information, and non-government data
- Coordinate with OSS and library colleagues to promote an integrated suite of research services that support access to and the management of digital research and scholarship throughout the research lifecycle
- Maintain RDM and data and statistics web content
- Represent Queen's University Library on external working groups related to RDM and data including serving as a member of the Data Liberation Initiative (DLI)
- May include supervisory responsibilities for division technicians
- May include facilitating access to research data by serving as academic director of the Queen's Research Data Centre (QRDC)
- Other duties as assigned

Qualifications:

Required:
- ALA accredited M.L.S./M.L.I.S or a combination of an advanced subject or professional degree combined with experience
- Excellent interpersonal, organizational, oral, and written communication skills
- Experience providing outreach, consultation, and instruction to a range of researchers (faculty, students, staff)
- Experience with web technologies and content management systems
- Knowledge of scholarly publishing / scholarly communications
- Strong service philosophy and a commitment to effective user experience
- Demonstrated ability to work effectively in both team-based and self-directed environments, and collegially and cooperatively within and across organizations
- Ability to work closely with others in a rapidly changing environment that supports the vision of one library with a shared commitment to common goals and a 'learning organization' philosophy of continuous staff development, engagement, and teamwork

Preferred:
- Experience in an academic environment
- Knowledge of the Tri-Agency Open Access Policy on Publications, the Tri-Agency Statement of Principles on Digital Data Management, and draft Tri-Agency Research Data Management Policy
- Familiarity with metadata standards and formats used in research (e.g. Dublin Core, DDI, DOI, ORCID)
- Experience with institutional, data, or subject repository systems (e.g. Dataverse, DSpace)
- Knowledge of Canadian data sources (e.g., CHASS, odesi, Statistics Canada, open data sites)
- Familiarity with statistical analysis and data refinement software (e.g., OpenRefine, SAS, SPSS, R)
- Knowledge of open government information and open geospatial data sources
- Knowledge of research data and/or scholarly publishing services