QUEEN'S UNIVERSITY LIBRARY POSITION GUIDE

Position Title:	Research Data Management (RDM) Librarian
Unit/Library:	Digital Initiatives and Open Scholarship
Term:	Special Appointment (two-year term, with possibility of renewal)
Date:	November 2024

Description:

Located at Queen's University Library (QUL) in Kingston and reporting to the Head, Digital Initiatives and Open Scholarship (DIOS), the RDM Librarian is a special appointment that is funded fifty (50) percent from sources external to Queen's from the University of Toronto. The position's responsibilities are shared between QUL and Borealis, the Canadian Dataverse Repository, a shared national service provided in partnership with academic library consortia, institutions, research organizations and the Digital Research Alliance of Canada, with technical infrastructure hosted by the University of Toronto Libraries.

Supporting Queen's University strategic priority of increasing research impact and the university's research data management strategy, the RDM Librarian participates at QUL in the development and delivery of RDM services to support Queen's researchers in relation to all stages of the research data lifecycle. As part of the RDM and Data services team, the RDM librarian participates in providing consultations and training for Queen's researchers on data discovery, data management planning, active data management, and data deposit and preservation. The RDM librarian works collaboratively with colleagues within DIOS, across the library, and the university.

As a member of the Borealis team, supported by staff at Scholars Portal (located at the University of Toronto Libraries and the technical support service of the Ontario Council of University Libraries (OCUL)), the RDM Librarian participates in the ongoing management and development of the national repository Borealis, including technical enhancements and upgrades, support for end-users and institutional administrators, and development of promotion and training materials and documentation.

Representing both QUL and Borealis, the RDM Librarian will participate as part of the national network of experts for the Digital Research Alliance of Canada, and foster opportunities for collaboration with other consortia in the library, IT and academic sectors to build national infrastructure and services and develop a strong community of practice for RDM in Canada.

Duties:

- Develop RDM services, policies and procedures, and outreach at QUL
- Oversee the deposit and curation service for Queen's Dataverse Collection in Borealis

- Advise and support Queen's researchers and librarians on appropriate technologies and services for managing research data throughout the lifecycle across disciplines, supporting planning, collection, description, preservation, access, and reuse of research data.
- Collaborate with colleagues within the Queen's community (e.g., Office of the Vice-Principal Research and departments, Centre for Advanced Computing, ITServices), nurturing partnerships, and as appropriate, acting as principal contact on RDM projects.
- Work with Borealis and Scholars Portal team members to:
    - Participate in coordinating ongoing upgrades and enhancements to the Borealis repository to support the needs of participating Canadian institutions and researchers
    - Develop support and training materials (e.g., User Guide, Admin Guide, blog posts, workshops)
    - Facilitate and engage with the Borealis Institutional Administrator Community
    - Support initiatives and special projects in areas such as deposit, sharing, preservation, software integrations, and policy development, which may require collaboration with national and international partners
- With the Scholars Portal Digital Preservation Librarian, identify and address research data preservation needs across a variety of disciplines, participate on projects to improve research data preservation processes for the Borealis platform
- Participate in regional and national committees and working groups, such as the Alliance's Network of Experts, to promote and support national collaborations and work with partners to design and develop national RDM services
- May include supervisory responsibilities for division department technicians
- Some travel may be required.

Qualifications

Required

- ALA accredited MLS/MLIS degree or equivalent with a strong academic background
- Experience providing outreach, consultation, and instruction to a range of researchers (faculty, students, staff)
- Experience with web technologies, content management systems, and digital research repositories
- Strong understanding of the research data lifecycle and research processes
- Familiarity with metadata standards and formats used in research (e.g., Dublin Core, DDI, ORCID, DOI)
- Strong problem-solving and organizational skills, including experience carrying out technology related projects
- Demonstrated ability to work effectively in both team-based and self-directed environments
- Strong service philosophy and a commitment to effective user experiences
- Demonstrated ability to work collegially and cooperatively within and across organizations with a diverse range of stakeholders

- Excellent interpersonal, organizational, oral, and written communication skills

Preferred

- Experience with research processes used in one or more academic disciplines, with particular focus on the research lifecycle of data and the associated issues, technical challenges and best practices associated with it
- Knowledge of emerging technologies and an awareness of the opportunities and challenges they present to the academic, research, and library environments
- Technical abilities and knowledge of current applications, databases and utility tools for managing and transferring data between different systems (e.g., APIs)
- Understanding of issues related to digital preservation
- Familiarity with applications that support data management
- Demonstrated familiarity with institutional, data, or subject repository systems
- Previous experience in an academic environment
- Experience in supervisory roles and/or leadership with coordinating projects