JOB DESCRIPTION

Name	
Job Title	Data Services Librarian/ Data Services Manager
Job Grade	
Department	SMU Libraries
Reports To (Job Title)	Lead – Data Services

Job Title: Data Services Librarian/ Data Services Manager

SUMMARY

Scholarship and scholarly publishing are rapidly evolving. There is increasing use of digital data and computational methods, a greater focus on reproducibility and transparency of research in addition to emphases on preservation and long-term reusability of datasets. In response to this, SMU Libraries is seeking a collaborative, proactive, and knowledgeable professional for the role of Data Services Librarian/ Data Services Manager.

The Data Services Librarian/ Data Services Manager works within the Research Management & Data Services unit to actively liaise with faculty, researchers and students in SMU in order to support and enable computational methods of data analysis in academic research for their teaching, research and learning needs.

This support includes use of Python/R for data extraction (e.g. via APIs, web scraping), cleaning and analysis and visualization, topic modeling and social network analysis.

The position holder is expected to be comfortable with the use of Python/R to support research work and have demonstrated capability and interest in upskilling in further related areas such as text mining, social network analysis and visualization.

The Data Services Librarian/ Data Services Manager also contributes to the development and delivery of a range of services designed to maximize the benefits of research tools (e.g. http://tapor.ca/home), scholarly information resources, citation metrics, open access, and other relevant services and practices.

The position holder is expected to actively contribute to innovative initiatives as well as lead and/or serve as a member of taskforces, project teams or committees.

SCOPE

The position holder will develop and deliver a variety of learning experiences (e.g. workshops, digital guides, etc.) relating to computational methods of analysis in academic research. They are responsible for serving as the point of contact for enquires on research data techniques either directly from faculty, staff, and students or from referrals from Research Librarians. They will work collaboratively with librarians in Research Management & Data Services and Learning & Engagement to integrate computational methods of data analysis in academic research into teaching, learning, and research activities.

The position holder is expected to have good knowledge, experience and understanding of Python/R for supporting academic research work. They will also be aware of current trends and emerging trends and practices in libraries and in higher education. They will be flexible, proactive, innovative, and appreciate a dynamic, team environment.
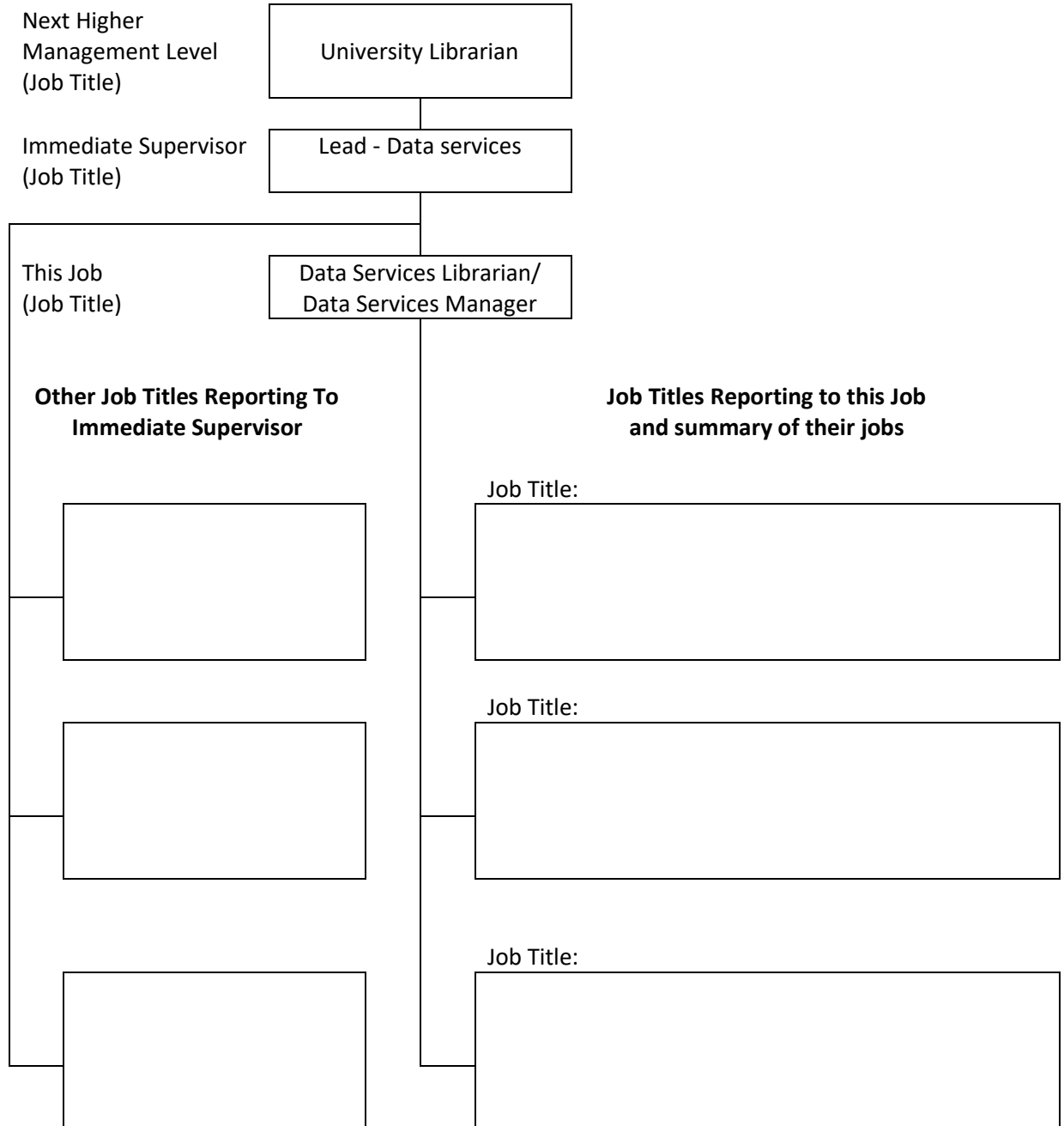
Job Title: Data Services Librarian/ Data Services Manager

PRINCIPAL ACCOUNTABILITIES

1. Provide research support through consultations with students and faculty on academic data related queries including but not limited to the following: use of Python/R for data extraction (e.g. via APIs, web scraping), cleaning and analysis & visualization, topic modeling, social network analysis and visualization.

2. Conduct workshops on academic data skills relating to computational methods of analysis in academic research including but not limited to the following: use of Python/R for data extraction (via APIs), cleaning and analysis & visualization, topic modeling, social network analysis and visualization.

3. Curate and create digital guides and learning objects on academic research data skills and tools.

4. Develop, grow, and sustain partnerships with faculty, researchers, students and staff in the area of research data services; develop and promote high quality library services.

5. Seek new opportunities and build on existing offerings for engagement with faculty and students.

6. Attend School and University-wide events and programmes to network and champion the Libraries.

7. Create, coordinate, and conduct formal learning opportunities (e.g. workshops, talks, etc.) in collaboration with faculty to grow students' research data capabilities.

8. Initiate, develop, manage, and review new and existing programmes and services for the SMU community as part of the SMU Libraries team.

9. Work with key units within the Library to integrate and promote research data skills within the library.

10. Assess and evaluate services, resources, and tools related to data services e.g. Text data mining platforms, statistical software for targeted user groups.

11. Lead and/or participate in Library-wide initiatives and projects and collaborate with colleagues internal and external to the Libraries.

12. Engage in continuous, self-reflective professional development. Participate in professional activities relating to librarianship. Contribute to the profession and beyond through writing and presenting in a variety of contexts. Maintain current awareness of trends in libraries and higher education.

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ORGANISATION CHART

Please state all others reporting to the immediate Supervisor of this job. Please also state the direct reports of this job and the summary of these jobs.

Next Higher
Management Level
(Job Title)

University Librarian

Immediate Supervisor
(Job Title)

Lead - Data services

This Job
(Job Title)

Data Services Librarian/
Data Services Manager

**Other Job Titles Reporting To
Immediate Supervisor**

**Job Titles Reporting to this Job
and summary of their jobs**

Job Title:

Job Title:

Job Title:

CRITICAL SKILLS AND JOB COMPLEXITY

Knowledge and Skills
Describe the knowledge and skills necessary to perform this job.

1. Master's degree is preferred - Library and Information Science or data intensive discipline from a recognized university
2. Experience with R or Python notebooks for data extraction, cleaning, manipulation and analysis (prior experience in an academic research setting is preferred)
3. Demonstrated understanding of computational methods of analysis used in academia, for example, text mining, topic modeling, social network analysis and visualization
4. Commitment to learning new relevant research tools and techniques when necessary
5. Knowledge of issues regarding best practices of reproducible research and the research data lifecycle
6. Experience with data discovery in a variety of disciplines (preferred)
7. Proven ability to design, deliver and evaluate data literacy programmes for individuals and groups at different levels. (preferred)
8. Proven ability to continuously innovate services and processes, particularly through the use of current and emerging technologies.
9. Demonstrated ability to initiate and build collaborative relationships with stakeholders, particularly faculty and students.
10. Strong customer service orientation.
11. Excellent communication skills (verbal and written).
12. Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment.
13. Personal strengths should include critical thinking, interest in innovation, and flexibility with ability to work in a team with minimum supervision.

Contact
Describe the purpose and nature of the main internal and external contacts (other than with the immediate Supervisor and Subordinates) necessary to perform this job.

(a)   Internal contacts:
        SMU students, faculty and staff to design and meet their information needs and inform them of library programs, services and resources.
(b)   External contacts:
        External members of library (e.g. alumni) to meet their information needs.
        External members of the library community to provide a presence for SMU and for networking and benchmarking opportunities.

Decision Making

Describe the type of decisions made alone, those on which the Supervisor must be consulted, those referred to a higher level, and job procedures to be followed.

Decisions made on his/her own:
- Answering research/information enquiries
- Organizing research workshops

Those which supervisors must be consulted:
- Changes in workflow processes
- Setting up new initiatives/projects

Those referred to higher authority:
- Licenses and contracts
- Changes to policies

Decision Making

Describe the type of decisions made alone, those on which the Supervisor must be consulted, those referred to a higher level, and job procedures to be followed.

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Problem Solving

Describe the most difficult and complex parts of this job and other significant features not covered elsewhere.

- Positioning SMU Libraries as a strategic catalyst amongst other similar departments on campus.
- Upholding library policies and articulate them in challenging situations to protect the interests of the University.
- Facing challenging customers and handling different requests with discretion and sensitivity and exercising judgment within a strong user focused environment.
- Being flexible and handling changing work processes, priorities and policies.

GENERAL

Describe anything else of significance about this job or the environment in which this job functions, which is not covered in this description.

Candidate must be creative, adaptive and curious in wanting to learn and grow within the SMU community. Balancing the demands of a fast-changing University community especially the research and teaching needs of individual faculty and the learning and information needs of students.

Candidate must be a self-starter, energetic, willing to take risks, and interested in issues facing libraries and higher education.

Signature of Job Holder		Date	

For Official Use:

Approved by HR	
Date	
Approved by HOD	
Date	

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