VACANCY NOTICE V/AD/LIB/2/2024

The **European University Institute (EUI),** based in **Florence**, **Italy**
is organising a selection procedure based on qualifications and tests
to draw up a reserve list for the post of

**Open Science Librarian
in the Library
(Temporary Agent, type 2a, AST04[1])**

The European University Institute (EUI) seeks a dynamic and highly motivated
Open Science Librarian to work in the **Open Science Office in the Library**,
helping to achieve the objectives and priorities of the EUI Open Science agenda.

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;

- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies,** and **advanced research**;

- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: https://www.eui.eu/About

Our Unit

The EUI **Library** (currently part of LITS - Library and Information Technology Services) supports research at the Institute with a team of 20 librarians and information specialists. Almost 50 years of investment in collections, services and infrastructure have resulted in an internationally recognised social science research library, valued for its multi-national character and the high quality of its collections with a special emphasis on Europe.

Most of the Library's print holdings are on open shelving. In addition, the Library provides its users access to an extensive collection of databases, full text e-journals, eBooks and electronic working papers. The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents. The EUI subscribes to the principle of Open Access. Library staff strives to work with the academic community to increase the content, coverage and visibility of the EUI research repository, Cadmus.

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[1] cf. Annex II

Under the supervision of the EUI Open Science Office Coordinator, the selected candidate will be contributing to the advance of the Open Science Agenda of the EUI, in line with the EUI's strategy, the Library's strategic plan and the EUI Open Access Policy, by identifying best practices, tools and training. The duties include work related to the management of the institutional repository Cadmus in order to assure a comprehensive registry of the EUI Research Output and its preservation.

The main duties may include the following:

Representation/ Communication

- Representing the Library internally and externally, interacting on the Open Science Agenda with all stakeholders and advising on Open Science-related policies;
- Acting as a member of the Library Open Science Working Group, participating in relevant working groups with focus on the researchers' needs as well as in the EUI data liaisons network for best data practices;
- Representing the EUI Open Science agenda in international networks of collaborations such as CIVICA and LIBER;
- Delivering training on Green and Gold Open Access publishing;
- Participating in and promoting international Open Science events and initiatives;
- Conducting negotiations with external publishers.

Policy/ Strategy Making

- Contributing to the strategic goals of the Open Science Agenda of the EUI, in line with the EUI's strategy and Library's strategic plan, and the EUI Open Access Policy;
- Drafting and promoting Open Access / Open Science documents, policies, and events / initiatives.

Level of autonomy and accountability

- Reporting to the EUI Open Science Office Coordinator (for Open Access, Open Science, publishing related matters, copyright issues, ORCID, Cadmus repository and transformative agreements) and to the Library and Information Technologies Service (LITS) Director (for general library issues, Working Groups, external stakeholders such as LIBER and CIVICA); high level of autonomy;
- Accountable for own work and the work of supervised trainees and/or other staff

Managing People/ Role in HR processes

- Coaching and supervising the work of trainees and other staff.

Finance and procurement responsibility

- Supporting financial and procurement processes: adapting templates, preparing invoices for verifications, requesting commitments;
- Drafting contracts and/or project agreements, preparing calls for tender.

Level of Expertise

- Acting as subject matter expert in the field of Open Science and delivering the service and advice related to Open Science and copyright issues to the EUI community;
- Staying abreast of developments in the publishing area.

Budget Management

- Preparing budget estimates;
- Contributing to the drafting of budget proposals and providing insights for Open Science projects and reports.

Role in administrative processes

- Depositing metadata and publications into Cadmus ensuring accessibility and preservation of the EUI research output;
- Extracting data from the EUI institutional repository for reporting purposes including the annual publication *EUI Academic Publications and Data*
- Editing of the Open Science web pages and social media channels;
- Adopting, applying and promoting standards for the interoperability of metadata and content.

Your Key Competencies

All staff at the **EUI** share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results

Competencies needed for the **role** include:

- Sharing Knowledge
- Stakeholders Orientation
- Reporting Skills
- Presentation Skills
- Networking
- Willingness to learn

The competencies mentioned above may be assessed at the written test and/or interview stage.

Read more on [EUI Competency Framework](#)

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and administrative staff of approximately 85 different nationalities;

- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.

Read more on Work and Life of EUI Support Staff.

How To Apply

Applications must be submitted electronically using the **online application form** available at
https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts

CLOSING DATE FOR APPLICATIONS: 29/02/2024 at 23:59 CET

Before completing the online application form you are invited to read ANNEXES I & II that represent an integral part of this vacancy notice.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil <u>all</u> the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question their suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties[2].

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma[3], or
- A level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.3.

2.2.   Knowledge of Languages[4]

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

2.3. Professional experience[5]

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **five years** of relevant professional experience gained after obtaining the diploma required under 2.1.

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[2] As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants

[3] Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible.

[4] Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

[5] Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

Essential

- University degree or specialised training in Library and/or Information Sciences or other relevant fields;
- At least five years' professional experience of working in open science, scholarly publishing and communications;
- Knowledge of and experience in working with bibliometrics and copyright (including Creative Commons);
- Work experience in an academic or research environment;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Experience with DSpace, other Repository software and Current Research Information Systems (CRIS);
- Understanding of research support needs and of metadata, as documented by relevant experience;
- Proven knowledge of internationally established standards and practices: cataloguing rules (e.g. AACR, RDA), indexing systems (e.g. DDC, LC Subject heading), MARC and metadata standards (e.g. Dublin Core) and identifiers (eg. DOI, ORCID);
- Knowledge of additional EU languages.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the "Your key competencies" section on page 3.