Job Description

Job Title:	Bibliometrics and Research Impact Librarian
Department:	Library
Reports To:	Associate University Librarian, Collections, Technology, Scholarly Communication
Jobs Reporting:	none
Salary Grade:	USG 8-13
Effective Date:	September 2019

Primary Purpose

The Bibliometrics and Research Impact Librarian is accountable for developing, advancing, implementing and supporting a range of services around scholarly output, research impact and bibliometrics for the University of Waterloo community. The incumbent works in close collaboration with Institutional Analysis and Planning (IAP), the Office of Research (OR), and colleagues within the Library to develop and support services around measurement of research impact for the campus, with a focus on bibliometrics. The librarian works with multiple stakeholders, including senior leadership, to establish and negotiate work priorities and deadlines based on institutional priorities.

Key Accountabilities

Management of bibliometrics services and projects
- Lead and promote the Library's bibliometric services
- Prioritize, evaluate, negotiate and manage requests for bibliometric data and support
- Ensure timely and diplomatic communication, through appropriate channels, of developments and projects; communicate on any related events having potential to directly or indirectly impact normal services
- Lead and coordinate projects with the primary goal being to ensure best possible service
- Work closely with Associate University Librarian, Collections, Technology, Scholarly Communication and campus partners to develop policies, manage change, set future directions, and resolve problems

Outreach and education
- Work with faculties, departments, research centres and institutes, and others to understand appropriate use of bibliometrics and other tools that generate research impact measures, grounded in the university's White Paper on Bibliometrics
- Serve as a resource to the university community, including library staff, on bibliometrics and research impact
- Monitor and disseminate literature on bibliometrics and research impact
- Provide individual and group training on bibliometrics software
- Design, develop and maintain effective online and print content related to bibliometrics and research impact
- Design and deliver instructional programs and materials related to bibliometrics and research impact
- Act as a resource person/expert consultant and train liaison librarians, faculty and graduate students in the tools and techniques used to identify and maintain accurate personal citation metrics, and provide advice with respect to individual bibliometrics, researcher profiling tools and other methods of measuring impact

- Serve on committees and groups, fostering collaboration, information sharing, partnership and expertise across campus and the broader community

Manage bibliometrics software for campus
- Manage bibliometrics software on behalf of campus
- Provide end-user support to faculty, students, and staff for bibliometrics software
- Manage positive relationships with software vendors and arrange for technical support and advanced training
- Work closely with software and data vendors to solve technical issues around research problems
- Work closely with the Working Group on Bibliometrics (WGoB) and others as appropriate with respect to the planning, implementation and ongoing support of the use bibliometrics software and appropriate data on campus
- Monitor the marketplace for advances in bibliometrics tools

Data analysis and management
- Advance operational processes that ensure the university's publications are maximally attributed to the University of Waterloo in bibliometric data sources
- Serve as a resource for groups on campus looking at research impact of specific subject areas
- Consult on best practices in working with bibliometric data
- Explore and answer methodological questions related to bibliometrics
- Extract and analyze bibliometrics data in support of strategic requests from leadership, including strategic planning, ranking activity, and other research impact reporting
- Develop and maintain an awareness of the trends and issues in university level rankings, such as QS and THE, and research impact in order to:
- analyze the bibliometric data of university ranking organizations
- respond to questions, in collaboration with IAP, about methodologies used by ranking organizations
- Analyse trends and patterns over time using benchmarks and comparative data in consultation with institutional analysts
- Prepare standard and customized reports and presentations to support research impact questions at the institutional and developmental levels
- Create and maintain data dictionaries

Functional direction and guidance
- Oversee and provide direction, guidance and mentorship to co-op students
- Provide functional direction to staff that may participate on projects the incumbent leads
- Participate in performance discussions and reviews as appropriate
- Participate and provide feedback on hiring committees

Professional development
- Connect with professional organizations in their area of expertise and actively contribute
- Actively participate on specialized teams or working groups to support the unique needs and strategic goals at the University of Waterloo
- Ongoing, proactive acquisition, maintenance, and provision of leadership in the development of associated skills and knowledge in areas of expected expertise

All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education
- ALA-accredited Master of Library & Information Science degree, or equivalent

Experience
- Demonstrated experience with different bibliometric data sources having citation tracking capabilities (e.g. InCites, SciVal, Web of Science, Scopus, Google Scholar etc.)
- Demonstrated experience with statistical analysis methods associated with bibliometrics, including data management, manipulation, interpretation and analysis skills
- Experience working with time-sensitive deadlines
- Asset: experience with data analysis on large data sets

Knowledge/Skills/Abilities
- Excellent communication and diplomacy skills
- Strong written and verbal skills for teaching, troubleshooting, procedural documentation and report writing
- Knowledge of and/or experience with bibliometric software (e.g. InCites, SciVal etc.)
- Knowledge of basic and derivative bibliometrics (publication counts, citation counts, h-index, journal or discipline normalized metrics, other index metrics)
- Strong data literacy
- Understanding of the issues related to responsible research evaluation via bibliometric data; conversant with issues related to the quantification of research impact
- Ability to take initiative, create opportunities, and develop effective partnerships
- Knowledge of issues related to researcher identification and experience using researcher profiling systems (e.g. ORCID, Researcher ID, etc.)

Nature and Scope
- **Contacts:** : Internally, communicates with employees in all groups and departments throughout the University community and at all levels to gather ideas, envision, articulate, update and inform on projects for which the incumbent is leading or otherwise accountable. Externally, communicates frequently with vendors and other staff in order to execute work
- **Level of Responsibility:** The position is responsible and accountable for leading projects and other work. The position may have supervisory responsibility for work-study, co-op or contract positions.
- **Decision-Making Authority:** : The incumbent is responsible for advancing, building, maintaining and providing services for bibibiometrics and research impact, and works independently and with others, as appropriate. As required, the position consults with the Associate University Librarian, members of the Library Managers Group, and others across campus
- **Physical and Sensory Demands**: Minimal exposure to disagreeable conditions typical of an office position.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities