

POSITION DESCRIPTION

Open Research Manager

Reports to:	Associate Director Library Services (University Librarian)
Division:	DVCA - Library
Tenure:	Permanent
Location:	Hamilton
Date:	July 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Te Iho o Te Manawataki| Library o Te Whare Wānanga o Waikato is an inspirational and innovative academic library situated in the heart of the campus in Te Manawa (the Student Centre) in Hamilton. The University also has a Tauranga Campus and global partnerships in a number of countries, all of which are supported by the Library.

The Library Plan is built on the principles of the University of Waikato's Treaty Statement: mahi tahi (partnership), kaitiakitanga (active protection) and kōwhiringa (options) and supports the University's ambition to become the first anti-racist institution in Aotearoa. The Library aims to ensure that its services and resources are inclusive for all and integrate kaupapa and mātauranga Māori throughout its policies and processes.

Our mission is to be a Library that is at the heart of the whole community, “Ko Te Tangata”, for the people. The success of the Library depends on the strength of our relationships and how we foster and sustain these. Te Iho o Te Manawataki utilises user experience (UX) techniques, co-creation and co-production models with our user communities to ensure that not only do services meet community needs but that the Library also fosters a sense of belonging for all, empowering all.

Te Iho o Te Manawataki is a trusted partner in research, teaching and learning and our services and resources add value for students and staff. Our strategic goals include supporting Open Research; the transition to open content, fostering an ‘open by default’ approach across both research and teaching; providing digital and information literacy teaching and training within and outside of the curriculum; and thinking holistically about our physical and digital spaces which encourage disruptive, creative and innovative thinking and allow for the personalisation of learning.

Te Iho o Te Manawataki holds a number of taonga and is home to Mātangireia: the University's collection of Māori, Pacific, Aotearoa and Indigenous resources, associated spaces and services underpinned by kaupapa Māori values, and O Neherā: the University's digital library where we showcase our digital and digitised collections.

We provide, develop and maintain online and physical accessible and inclusive spaces and resources including over a million print volumes and millions of online resources.

Te Iho o Te Manawataki is responsible for a range of systems which underpin core University activities. This includes the management, maintenance and development of the institutional repository, library catalogue, discovery platforms and enquiry services. The Library manages, maintains and develops the University's record management systems and the University Art Collection.

2. POSITION PURPOSE

The Open Research Manager leads the development and delivery of services that support the University's research excellence and reputation, with a strategic focus on embedding an "open by default" approach across research and teaching.

The role provides leadership across research metrics, open access, kaupapa Māori and Indigenous research, while supporting the University's approach to research data management, ensuring these services are effectively integrated into University research practices. It also leads education and engagement for postgraduate students and research staff, building strong relationships across the University's Divisions, Schools, and Faculties.

Operating in a rapidly evolving environment, the Manager identifies emerging trends and best practice nationally and internationally, ensuring the University remains at the forefront of open research practices.

3. FUNCTIONAL RELATIONSHIPS

Internal:

- Associate Deans Research
- Research and Enterprise
- International Office
- Information Technology Services

- Research Institutes and Centres
- School of Graduate Research
- Library Leadership and Managers
- Assistant Vice Chancellor Impact
-

External:

- Research support librarians and professionals at other universities, and vendors of research systems and services.
- National and international organisations involved in research policy, priorities, and initiatives.

4. KEY RESPONSIBILITIES

Service Delivery

- Develop, articulate, and deliver a clear vision for the Open Research team, providing leadership and direction to translate strategy into action.
- Lead the delivery and continuous improvement of Open Research services, championing open research practices and ensuring services are consistent, equitable, embedded within Library and University activities, and delivered with respect for Indigenous Data Sovereignty.
- Strengthen the visibility, profile, and impact of University of Waikato research and researchers, ensuring Kaupapa Māori and Indigenous research is appropriately recognised and promoted.
- Provide expert leadership and advice on open research, representing the Library in institutional and external forums.
- Lead the team that delivers research analytics expertise, training, and performance reporting to support individual researchers and divisions across the University.
- Monitor and anticipate changes in the institutional, national, and international research environment, including AI, and provide advice on emerging trends, technologies, and infrastructure that impact the Library and research community.

Collaboration

- Monitor the scholarly publishing landscape, including open access publishing models, to inform the Library's strategic licensing, publisher negotiations, and renewal decisions.
- Contribute expert advice to the development of University policy, services, and infrastructure that enable effective research support.
- Build strategic partnerships with other libraries and research organisations to advance best practice and contribute to national and international initiatives.

People and Culture

- Lead, support, and develop the Open Research team to deliver high-quality, research-focused services aligned with the University's strategic priorities.
- Foster a culture of collaboration, innovation, accountability, and continuous improvement, reflecting the University's values and the Library's agreed behaviours.
- Champion an inclusive, adaptable, and future-focused team, building capability to respond to emerging developments in research, scholarly communication, and technology.

Compliance

- Ensure compliance with University policies, external regulations, statutory obligations and sector standards through robust governance, quality assurance and risk management.
- Ensure safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations, including responsibilities under

the University's Health and Safety Policy.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The Open Research Manager will be performing satisfactorily when:

- The Open Research team has a clear vision, direction, and agreed priorities.
- Open Research services are high quality, continuously improved, and effectively embedded across the Library and University.
- The visibility, profile, and impact of University of Waikato research, including Kaupapa Māori and Indigenous research, are strengthened.
- The Library is recognised as a trusted leader in open research across the University and externally.
- Research analytics, and performance reporting provide timely, accurate insights to support evidence-informed institutional decision making.
- Emerging developments in research, scholarly publishing, AI, and technology are monitored and translated into timely advice and service improvements.
- Strategic partnerships contribute to effective research support and national and international initiatives.
- The Open Research team is engaged, capable, inclusive, and supported to deliver high-quality services.
- Projects are delivered successfully within agreed timeframes and budgets.
- University policies, statutory obligations, sector standards, and health and safety requirements are met.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A University Degree.

Desirable

- A relevant postgraduate qualification e.g. a postgraduate library qualification.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Demonstrated knowledge of the research environment, scholarly communications, and the role of libraries in supporting research.
- Experience leading people, organisational change, and projects to achieve strategic outcomes.
- Strong communication, influencing, and negotiation skills, with the ability to engage diverse audiences and build productive partnerships.
- Experience planning, implementing, and continuously improving research support services and technologies.
- Experience with research information systems, research analytics, scholarly communication, and related digital technologies.
- Ability to develop, coach, and support staff to build a high-performing and inclusive team.
- High levels of digital literacy and the ability to apply technology to improve services and outcomes.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures

Preferred

- An understanding of the processes of scholarly communication and research.

PERSONAL QUALITIES

- Commitment to a continuous improvement culture and innovative service delivery.
- Excellent teamwork and interpersonal skills.
- Demonstrated capacity to work both independently and in a team environment.
- A demonstrable ability to exercise initiative and judgment.
- Initiative, flexibility and energy.
- A user-centric approach.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.