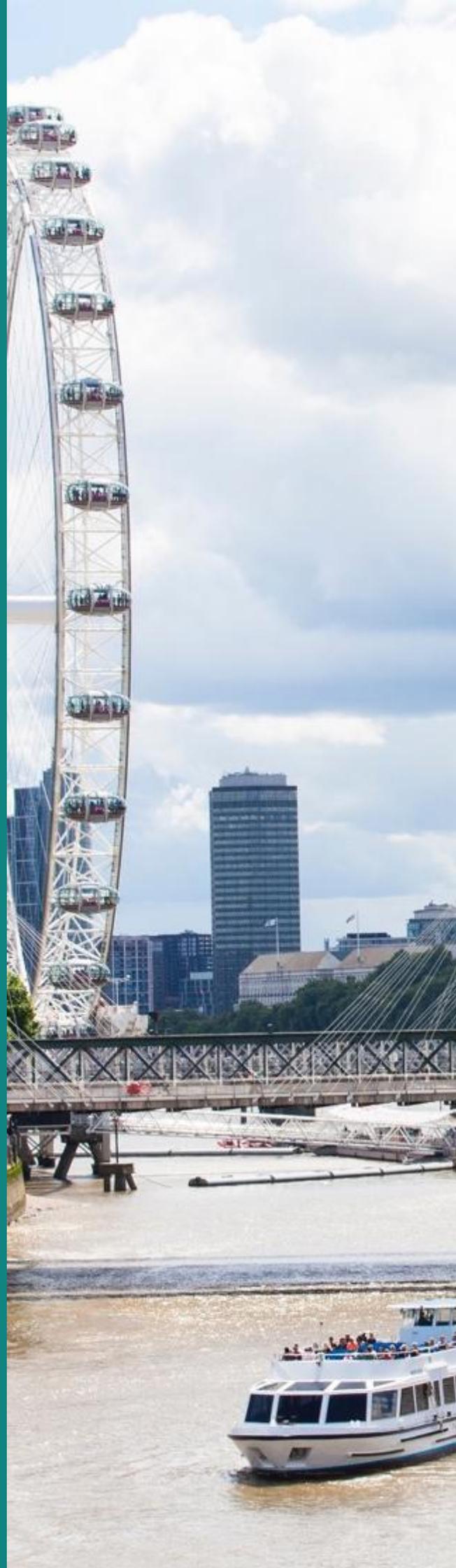


# CANDIDATE PACK

## Enact Repository Manager

Student and Academic Services

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services
- Research and Knowledge Exchange Office
- Graduate School
- Learning Innovation and Digital Engagement



# DEPARTMENT / TEAM

## Student and Academic Services (SAS)

The Enact team sits with Library Research and Education Services alongside (and works closely with) the Library Research Services team responsible for open research, open access, research data management and the University of Westminster Press. It will contribute to the University's open research environment and commitment to a modern research culture.

SAS provides professional, efficient, effective and consistent researcher and student-focused support and services. It leads on professional support for a wide range of governance, research, learning, employability and wellbeing interventions that enhance the experience of students, colleagues and alumni throughout their relationship with the University.

SAS activities are key to the delivery of the University's strategic objectives and enable the University to deliver on its mission:

To help students and colleagues from different backgrounds fulfil their potential and contribute to a more sustainable, equitable and healthier society.

To achieve this, SAS is organised into four clusters:

- Business Operations
- Library and Archive Services
- Student Experience
- Student Support and Residential Life

Uniting these services in a single Directorate enables a powerful synergy between support for learning, teaching, employability and research & knowledge exchange and co-locates these with the professionals who lead on student wellbeing. In turn, this informs the Whole-University approach to the wellbeing of all colleagues.

SAS teams contribute to increasing success in the NSS/PTES/PRES, TEF, REF, KEF and Graduate Outcomes and therefore positively impact league tables. Services delivered by SAS student-facing teams are critical to achieving the priorities of the University's Access and Participation Plan.

SAS is a large and diverse Directorate comprising circa 165 colleagues who, between them, work in every university building and have a strong online presence to support and collaborate with students and colleagues who prefer/need to work virtually. SAS teams are very flexible and roles evolve with changing needs. There is a strong commitment to developing the skills and capabilities of colleagues through a proactive programme of colleague development. The post holder will be expected to engage in personal development and to be a role model to all members of the team.

The post is based in Central London but the post holder may be expected to work at any of the University sites as required. The University has adopted Smart Working principles to support and



further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

### **Library and Archives Service**

The Library and Archives Service comprises around 50 people, working in the following teams:

- Library Research and Education Services
- Content and Digital Services
- Library Operations
- University Records and Archives



# JOB DESCRIPTION

**Job Title: Enact Repository Manager**

**Reports to: Enact Project Lead**

**Department: Student and Academic Services**

**Grade: NG6**

## ROLE PURPOSE

To manage the successful delivery of the Enact: Core Repository and website to achieve the outcomes of the Enact: PR Voices and SPARKLE Phase 2 project. The postholder will liaise with the technology partner and pathfinder project teams and will work with (either leading on and/or contributing) to (as appropriate), stakeholder and community engagement, advocacy and training within and across the project via a range of mechanisms.

As the Enact repositories subject matter and technical expert on repositories and open standards, they will engage with (and contribute to) local, national and global repositories, research data, metadata and open standards communities

## PRINCIPAL ACCOUNTABILITIES

1. Take a leading role in shaping (working in partnership with the Enact technology partner) the technical development of the Enact Repository. This will include the on time and in budget achievement of Enact Core Repository and website. It will ensure Enact Repository services inform (and are informed by) global best practice. It will include prioritisation of the Enact use cases, in co-design with the Enact Project Lead, Enact Executive Group and pathfinder project teams.
2. Manage the day-to-day working relationship with the Enact Technology Partner, working in close collaboration with the Enact Project Lead and Enact Project Co-ordinator. This will include the maintenance of relevant documentation and escalating issues to the Enact Project Lead
3. Act as the technical bridge between the technology partner, University of Westminster Information Systems and Support and technical teams at partner and pathfinder institutions, in order to be able to translate these technical decisions and other technical information about the development to a wide range of stakeholders both within ISS at UoW, across the project team, pathfinder institutions and to wider academic, domain and other audiences.
4. Take a lead role in the implementation of the Enact Pathfinder programme, working in collaboration with the Enact Project Lead, Enact Project Co-ordinator and the Enact Executive Group and local Library and research support teams at University of Westminster, University of Leeds and Queen Mary University of London (as



appropriate). This will involve working to develop and document workflows and processes, connecting these with data management planning approaches, and their translation into technical development.

5. Contribute to the development of (1) the Enact rights and licensing framework and (2) deposit agreement. Take on the operational ownership of implementing and monitoring relevant processes related to both.
6. Be the Enact repositories metadata subject matter expert, own the PR Voices metadata schema and work with the Technology Partner to ensure its documentation is maintained in line with updates (and communicated to and embedded with relevant national and international communities e.g. Confederation of Open Access Repositories, Open Repositories).
7. Be the Enact persistent identifiers subject matter expert, ensuring that Enact's repository technical development aligns with best practice and is documented and informs integrations with and engagement with global open standards, vocabulary (e.g. CRediT) and persistent identifier communities (e.g. ORCID, DataCite, RAiD).
8. Maintain an up to date knowledge and understanding of national and international developments in repositories and open standards, how they relate to research data and open access funder policy development, and any implications for Enact from a technical perspective.
9. Maintain a strong external local, national and international network in the repositories and open infrastructure domain and represent Enact in relevant external meetings, working groups, committees and domain communities (e.g. DataCite Metadata Working Group).
10. Develop advocacy and training content on and deliver training and/or presentations in the areas of expertise covered by the postholder e.g. repositories, research data, data management planning, metadata and persistent identifiers, rights, licensing, and re-use, as part of the Enact training programme.
11. Contribute to funding bids and business cases for further investment in Enact.
12. To undertake any other duties as required by the Enact Project Lead.

## CONTEXT

The University of Westminster has been chosen by the Arts and Humanities Research Council (AHRC) to establish the Enact Practice Research Data Service (Enact). Enact forms part of UK Research and Innovation (UKRI) digital research infrastructure as part of the AHRC's infrastructure for digital arts and humanities (iDAH) programme and as such will build both a national and global profile.



The Enact project will establish a core national data service for practice research. The Enact consortium is led by the University of Westminster's Library & Archives Service, in close collaboration with the College of Creative Arts and Technologies, particularly the Westminster School of Arts. The Enact Executive Group (made up of the Enact Project Lead and Co-Leads) will direct the long-term strategy and vision of Enact. The Enact: PR Voices and SPARKLE Phase 2 project will be overseen by the Enact Steering Committee. Enact will:

- build a scalable, open-source repository which will be delivered by the Enact technology partner.
- integrate with open metadata and persistent identifier standards and enable participation in aligned communities) to capture and evidence (and in the longer term preserve) process, practice, and 'end product' data (including documentation) created by practice researchers.
- enable Findable, Accessible, Interoperable and Reusable (FAIR) (which may be open) practice research.
- be underpinned by a governance structure with representation from key stakeholder groups.

The Enact repository, and the associated website, will provide a 'shop window' digital space for practice research and a forum for the practice research intersectional community of practice. With an initial focus on creative practice research, it will further enable practice research across disciplines to be captured in the future.

The Enact team will deliver a programme of community advocacy and engagement links to existing resources, regular news and blog posts, and highlighting of events. They will deliver targeted training sessions and compile practice research training resources.

The Enact team sits with Library Research and Education Services alongside (and works closely with) the Library Research Services team responsible for open research, open access, research data management and the University of Westminster Press. It will contribute to the University's open research environment and commitment to a modern research culture.

## DIMENSIONS

The post holder will own the operational relationship with the technology partner. The role is a fixed-term position for 3 years on a 0.6 FTE.

They will be expected to maintain a national profile and participate in relevant meetings, conferences and events.

The postholder will have oversight of the budget allocated to technology development - working in collaboration with the Enact Project Lead and supported by the Enact Project Co-ordinator to ensure delivery of the Enact technology build. They will contribute to research infrastructure funding bids to secure further investment in Enact.



## KEY EXTERNAL RELATIONSHIPS

- Enact Project CoLeads (University of Leeds, Queen Mary University of London)
- AHRC Digital Research Infrastructure Team and AHRC infrastructure for Digital Arts and Humanities (iDAH) teams
- UKRI Digital Research Infrastructure (DRI) teams and projects
- Enact Technology Partner
- National and global information standards, persistent identifiers, repositories and research data communities e.g. Research Data Alliance, UK ORCID Consortium, ORCID, UK DataCite Consortium, DataCite, National Information Standards Organisation, Confederation of Open Access Repositories



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

Degree level or equivalent relevant experience that demonstrates knowledge, experience and skills in research data and/or open access repository management and how this relates to practice research outputs

### Desirable

## TRAINING AND EXPERIENCE

### Essential

1. Extensive successful experience of managing an institutional, discipline or research data repository and/or research management system and/or service in a higher education library, research office, research organisation or digital research infrastructure environment. This will include demonstrated knowledge and understanding of practice research and Non-Traditional Research Outputs and their relevance to Enact
2. Experience of successful delivery of project(s) that implement technology change(s).
3. Evidence of experience in successfully managing third party software supplier relationships.
4. Strong understanding and successful experience working with, developing and implementing metadata standards (e.g Dublin Core) and persistent identifiers (e.g. ORCID, DataCite), vocabularies (e.g. CRediT) within research data and/or publications repositories.
5. Successful experience of working with researchers to develop and document workflows to inform repository software development and enable creation, deposit and enhancement of high-quality, standards compliant metadata records.
6. Demonstrable knowledge of the open research landscape, including research data, open access, funder policies, the FAIR Principles.
7. Knowledge of copyright, rights and licensing and experience in managing compliance risks associated with making practice research process, practice and outputs 'FAIR' which could include open access.
8. Experience in advocacy (including delivering presentations) and providing training (groups and 121s), support and advice to researchers and doctoral researchers in relation to open research and research data.

### Desirable

1. Knowledge of and experience in user experience research techniques and how they relate to repositories.
2. Experience working with national and/or global information standards communities.
3. Experience of delivering a community engagement and/or training programme at a local or national level.
- 4.



## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

1. Excellent analytical and problem-solving skills.
2. Excellent presentation skills.
3. Excellent IT skills including Github, Office365 tools, content management systems (e.g. WordPress), repository and/or research data management software.
4. A high level of attention to detail, analytic, problem solving, organisational and time management skills which ensure on time delivery of work objectives.
5. The ability to work independently and as part of a team.
6. Technically apt with a proven ability to understand the perspective of the discipline and/or administrative (non-technical) user and that of the software developer and be able to act as a bridge between the end users/business stakeholders and technical solution teams.
7. Ability to establish positive working relationships with a range of individuals both within and outside the University.
8. Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

**The deadline for receipt of applications is 11.59pm on 6 April 2026.**

**Interviews will take place on 27 April 2026.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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