Competencies Model for Bibliometrics

Knowledge in the Field · Hold a deep understanding of the history and the evolution of bibliometrics as a · Interpret a variety of data and explain how discipline to use these for different purposes Explain the use and considerations · Support different stakeholders with general · Advise senior leadership team on the of common indicators · Apply bibliometric knowledge to increase the enquiries about bibliometrics preparation of research strategy visibility and impact of research · Help to deliver introductory training · Understand the strengths and weaknesses · Act as key advisor in discussions about about bibliometrics · Be able to recommend indicators and prepare of indicators and sources research assessment analysis for institutional purposes · Understand the importance of author · Help researchers identify suitable places to . Undertake research in the field of Distinguish from all software available which disambiguation tasks are the most appropriate for each analysis · Advocate for the adoption of author · Help to curate bibliographic data when using · Be aware of the key responsible metrics · Hold advanced knowledge in standardisation identifiers, such as ORCiDs different data platforms principles i e DORA Leiden Manifesto and normalisation tasks · Promote the responsible use of metrics Apply knowledge to advise in library collections · Keep updated with the latest issues in · Understand the potential use of data mining and evaluate the coverage of repositories scholarly communication in hibliometrics, as well as Al tools · Support staff in gathering bibliometric data Help with requests about how to use metrics in · Keep updated in the field (i.e. attending conferences and networking) Entry Entry Advanced Expert **Technical Skills** · Work with APIs and big datasets . Download, clean and manipulate Undertake programming for downloading bibliographic data to ensure accuracy and manipulating data · Deal confidently with bibliometric data: · Prepare advanced visualisations with download, storage, analysis and graphical · Be able to deploy a variety of software tools such as CiteSpace, VosViewer, presentations tools for advanced statistical analyses CiNetExplorer, Pajek (Python, R, and open software) · Prepare reports and presentations that · Uses statistical packages, such as SPSS, include some interpretations and STATA, and XLSTAT to prepare analyses · Use specialised software to undertake visualisations of the bibliometric data network analysis for hibliometrics · Be familiar with their institutional repository and how these interact with databases · Know the basic software packages of different AI techniques in bibliometric · Be able to compute and develop new bibliometric indicators Entry Advanced Expert

Responsibilities and Tasks

- Advise on the selection of indicators for specific research questions (e.g., potential collaborations)
- · Apply the responsible use of metrics to specific scenarios
- · Explain citation elements of each university league
- Produce reports handling different types of sources and interpret confidently
- Participate in key national debates about how research quality should be evaluated
- Actively participate in publications and conferences in the bibliometrics field
- Undertake research into users' needs for analytical tools
 Design, develop and deliver more advanced training
- Understand the complexity and nature of different institutions
- Provide support with standardisation of institutional profiles
- Advise on definitions of impact and how to demonstrate it beyond academia
- Apply the principles about integrity, reproducibility and open research

- Monitor changes in research evaluation policies in national and international scenarios
- Advise on the design of institutional research priorities providing key strategic performance indicators
- Make recommendations on the development and implementation of institutional responsible metrics policies
- Support decision making regarding to subscriptions to databases or analytical tools
- Provide expert advice and training to the bibliometric community and acts as a mentor
- Identify institutional strengths and weaknesses, and advise on strategies for improving citation performance
- Participate in regional, national, international advisory bodies on the definition and use of KPIs

Advanced

Expert

Professional Integrity

- Understand the key characteristics of scholarly communication and the research enterprise
- Provide neutral advice based on data results and scientific evidence rather than personal beliefs or preferences.
- · Monitor whether metrics are being used in a responsible way in their institutions
- Work effectively in collaboration across their institutions with other services such as Library, Research Office and other professional services.
- Continuously update their professional skills.
- · Work independently, showing a high level of attention to detail.
- · Conduct all their work in a responsible manner.
- Keep abreast of current developments in scholarly communication.
- Create and sustain professional networks outside the organisation.
- Plan effectively in the context of a rapidly changing environment
- · Contribute to new guidelines or standards for responsible use of metrics.
- · Represent the bibliometric community locally, nationally or internationally.

All level