

During the session [IR Managers—Can we Create a Model Job Description](#), held on Wednesday, April 27, 2022 as a part of the [How It Started/How It's Going Conference](#), participants brainstormed about what's required of an IR manager. Below is the list of qualities that came up during the discussion.

#### Job Description:

- Creating metadata/appreciation of metadata
- Thinks about how technology can bring the data into the repository
- Able to network with other departments (talk to people)
- Ability to identify and execute strategic partnerships
- Vision for what the IR should become
- Attention to detail
- Develop (sustainable) processes and create documentation
- Able to train, evaluate skill sets, delegation (if you have a team)
- Strategic planning
- Project management
- Excel skills, manipulating data
- Willingness to continue to learn about new software/tools
- Membership/involvement in professional organizations and the IR community
- Clear communication skills (brand messaging?)
- Ability to advocate strongly and clearly for the IR to administration and partners

However, by the conclusion, the group believed that it might not be possible for one single role to cover all the necessary areas of an IR manager. Rather, a department would be needed:

#### Scholarly Publishing Department

- Upper level “vision” person
  - IR Manager
  - Metadata specialist
  - Developer