St George's, University of London
Library, Information Services
Research Data Support Manager
Ref: 871-22

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Research Data Support Manager (1.0 FTE)</th>
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<tbody>
<tr>
<td>Grade</td>
<td>SGUL6</td>
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<tr>
<td>Contract type</td>
<td>Permanent</td>
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<tr>
<td>Responsible to</td>
<td>Library Research Services Manager</td>
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<tr>
<td>Accountable to</td>
<td>Associate Director, Information Services (Library)</td>
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<tr>
<td>Responsible for</td>
<td>n/a</td>
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<tr>
<td>Liaises with</td>
<td>Academics and Researchers, Research Institute Managers, Research Administrators, Joint Research and Enterprise Service (JRES), Records Manager, Archivist, Information Services staff, external agencies (e.g. Jisc, research data systems suppliers etc.)</td>
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St George's is a world-leading healthcare research University, and many of our translational programmes and projects benefit from research data management. We are seeking an enthusiastic, experienced individual to lead and deliver our already established research data management service which includes the storage, preservation, and discoverability of the Institution's research data assets.

**Overall purpose of job**

1. To oversee and provide strategy, leadership and direction to St George’s established and well-supported Research Data Management (RDM) Service.

2. To provide support, guidance and knowledge management for St George’s researchers across all career stages in areas related to research data management throughout the lifecycle, including planning, storage, sharing and long-term preservation.

**Main Duties and Responsibilities**

- Deliver our Research Data Management Service by ensuring that:
  - Policies, procedures, advice and new initiatives are well-consulted, approved and aligned with related policies, procedures and initiatives across the organisation (i.e. Information Governance, IT, Corporate...
Governance, Joint Research and Enterprise Service, Research Operations, Archives, DORA)

- Infrastructure is appropriately reviewed, costed-in and well-supported for the long term
- There are clear lines of communication and advocacy with Senior Management and leaders to embed RDM and the value of RDM in the organisation

- Stay up to date with policy developments in the RDM and broader Open Research landscape
- Advise stakeholders about research funders’ and publishers’ data management policies (e.g. MRC; Wellcome Trust) and to support them in complying with these policies before, during and after their research.
- Assess and respond to institutional digital preservation strategies for research data in collaboration with the records and archives team
- Understand and communicate the technical and system requirements for research data management, data sharing and digital preservation

- Provide support with the writing and review of Data Management Plans
- Manage, develop and support the institution’s data repository, liaising with system software suppliers where appropriate (currently Figshare)
- Contribute to and manage the preservation of digital research data using our digital preservation platform, Preservica.
- Contribute to relevant internal committees and working groups, including RPaD (Research Publications and Data)
- Collect, collate, analyse information on the University’s research data management activities and report on the findings to stakeholders

**Advocacy, Training and Support:**
- Promote research data management best practice within the University to ensure it is fully embedded into research project workflows, in line with FAIR data principles, with appropriate regard to the nature of the data managed at SGUL
- Manage the production of documentation about research data management, including relevant web pages, in order to provide continuing practical support for researchers
- Attend relevant events, workshops and conferences related to research data management and digital preservation
- Work collaboratively to deliver a programme of advocacy and training for researchers which embeds excellent research data planning, management, culture and practice
- To engage in horizon scanning and advocate for emerging research data opportunities with senior management, ensuring that SGUL remains at the forefront of developments in this area

**General**
- Member of Library Management Team
- Contribute to general library staff training and development programmes
• Engage in the external RDM/digital preservation community when opportunities arise (e.g. Jisc, user groups, LARD)
• Attend and present at conferences and meetings as a representative of St George’s library

It is expected that staff working at St George’s, University of London will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. St George’s, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

3. Special Factors

This role could be re-configured as a part time position for someone with the right qualifications and experience.

Hours of Work

A 35 hour week is worked, usually from Monday to Friday, 9.00 to 5.00pm.

We would consider applications from candidates who would like to work part time.
## Person Specification

<table>
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<tr>
<th>Criteria</th>
<th>Description</th>
<th>Essential/Desirable</th>
<th>How it is to be tested</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>Graduate level or equivalent experience</td>
<td>E</td>
<td>PQ, AF</td>
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<td></td>
<td>Postgraduate (LIS qualification or with research experience)</td>
<td>D</td>
<td>AF</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Current awareness of issues surrounding research data management, Open Access, research administration and digitization, preferably in the UK.</td>
<td>E</td>
<td>SS1, INT</td>
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<td>Experience of managing a research data management system</td>
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<td>INT</td>
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<td></td>
<td>Knowledge and understanding of data protection and privacy issues with regard to managing research datasets</td>
<td>E</td>
<td>SS2, INT</td>
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<td></td>
<td>An understanding of developments in research communication</td>
<td>E</td>
<td>SS3, INT</td>
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<td></td>
<td>Experience of publishing or managing datasets</td>
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<td>INT</td>
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<td></td>
<td>Experience of managing a digital archive and preserving its contents for long-term access</td>
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<td>INT</td>
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<td><strong>Knowledge/Skills</strong></td>
<td>Familiarity with web-based software systems and statistics tools</td>
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<td>SS4, INT</td>
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<td>Training and presentation skills and ability to tailor to different audiences (both technical and non-technical)</td>
<td>E</td>
<td>SS5, INT</td>
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<td>Project management skills</td>
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<td>INT</td>
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<tr>
<td><strong>Personal Attributes</strong></td>
<td>Flexible approach to work</td>
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<td>INT</td>
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<td></td>
<td>Well organised and able to prioritise own work</td>
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<td>INT</td>
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<td></td>
<td>Ability to work as part of a team</td>
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<td>INT</td>
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Committed to embedding practices which embrace diversity and promote equality of opportunity

**Key:**
PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

*Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants’ answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.*

*Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants’ responses to Step 6 and Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

*Updated November 2022*
About us

Welcome to St George’s, University of London, the UK’s only university dedicated to medical and health sciences education, training and research. Our distinctiveness is based on our exclusive focus on health sciences and medicine and we strive to bring an innovative and collaborative approach to all we do. We have more than 250 years of excellence and innovation in research and education resulting in ground breaking advances in medicine and healthcare. Our alumni include Edward Jenner, John Hunter, Muriel Powell and Patrick Steptoe.

Our three research institutes, Molecular and Clinical Sciences, Infection and Immunity and Population Health, focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, heart disease and infection - three of the greatest challenges to global health in the 21st century.

Our Institute of Medical and Biomedical Education is the focus of St George's, University of London’s undergraduate and postgraduate medical and biomedical programmes. It includes academic staff from diverse disciplinary backgrounds and identities who are engaged in teaching and research, and several specialist educational and operational professional services and technical staff who support education and the student experience.

The Joint Faculty of Health and Social Care teaches courses including nursing, midwifery, radiography, paramedic science, physiotherapy, occupational therapy and social work [in partnership with Kingston University]. It also hosts the Research Centre for Applied Health and Social Care that addresses the key questions and concerns of those using, providing, and commissioning health, and social care services.

Values define what makes St George’s, University of London a distinctive community, guiding our behaviours and shaping our culture. In all our interactions, we believe in acting with integrity. We have four core values:

- Commitment - Working effectively and with dedication to perform to the highest standards. Being responsible and accountable for our choices and decisions.
- Openness - Listening, treating each other fairly and honestly. Learning from experience and reflecting on our choices and decisions.
- Respect - Shaping an inclusive environment in which diversity is valued. Communicating openly and transparently.
- Engagement - Participating in life at St George’s, University of London and, through education and research, empowering our people to contribute to, influence and improve society and communities. Influencing effectively across the sectors in which we operate.

The diversity of the people within our community at St George’s, University of London is one of our strengths. The university benefits hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George’s, University of London can be found at www.sgul.ac.uk.
St George’s, University of London currently offers a range of employee benefits:

**Salary:** £38,624 pa, including London Allowance (pro-rated for part-time staff). The salary range for SGUL 6 is £38,624 – £45,446 including London Allowance, but appointment is usually made at the minimum point.

**Hours:** 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

**Annual leave:** 32 days per annum. Plus eight UK public holidays and three days when St George’s, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

**Pension:** Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

- Superannuation Arrangements of the University of London (SAUL)
- Universities Superannuation Scheme (USS)
- National Health Services Pension Scheme (NHSPS) (existing members only)

**Flexible working** Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

**Travel** St George’s, University of London offers an interest free season ticket loan and participates in the Cycle to Work Scheme.

**Gift Aid** If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

**Sports and Leisure Facilities** Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by St George’s, University of London staff.

Within walking distance from the University is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers SGUL staff an all-inclusive corporate membership. For more information please contact Tooting Leisure Centre.

**Shops and facilities** There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.
Informal enquiries

Informal enquiries may be made via email to: s david@s g ul.ac.uk

Making an application

All applicants are encouraged to apply on line at http://jobs.sgul.ac.uk as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: 07 December 2022

Interview date will be on 14 December 2022. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference 871-22

We are delighted that you are interested in working at St George’s, University of London. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.