



**St George's School of Health and Medical Sciences**

**City St George's, University of London**

**Library Services**

**Research Data Management Co-ordinator**

**Ref: 215-24-R**

**JOB DESCRIPTION**

<b>Post Title</b>	Research Data Management Co-ordinator
<b>Grade</b>	6
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Library Research Services Manager
<b>Accountable to</b>	Director of Library Services
<b>Responsible for</b>	n/a
<b>Liaises with</b>	Researchers across all schools of the university, professional services colleagues, 3 <sup>rd</sup> party systems providers

**Overall purpose of job**

The Research Data Management Co-ordinator is responsible for managing, curating, and facilitating access to research datasets. The role involves overseeing data management, ensuring adherence to data-sharing policies, collaborating with researchers and external stakeholders, and promoting best practices for research data throughout its lifecycle in alignment with the University's Strategy and open access standards.

**Main Duties and Responsibilities**

**Data Management**

- Organise and maintain research datasets, ensuring they are discoverable, accessible, and reusable.



- Support the development and implementation of metadata standards and data management protocols.
- Regularly assess the quality and integrity of research datasets.
- Support the development and review of Data Management Plans (DMP)
- Contribute to the Project Group to merge the Data repository

### **Collaboration & Outreach**

- Work with researchers, data scientists, professional services colleagues (Library, IT and Research) and other stakeholders to identify data-sharing and management needs.
- Provide guidance and training to staff and external users on the use and sharing of research data.
- Promote the University's research data initiatives and programs, advocating for the use of open data in research and policy development.
- Engage in the external RDM/digital preservation community when opportunities arise (e.g. Jisc, user groups, LARD)
- Collect, collate, analyse information on the University's research data management activities and report on the findings to stakeholders

### **Data Discovery & Access:**

- Develop and manage the system (currently Figshare) for easy searching, discovery, and retrieval of open datasets.
- Ensure compliance with relevant privacy and security regulations when publishing research data.
- Implement tools and resources to enhance the user experience in accessing and working with research data.

### **Policy and Compliance:**

- Ensure compliance with national and international open data standards, licenses, and guidelines.
- Advise on intellectual property, ethical considerations, and data privacy related to open data.
- Ensure 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)
- Assess and respond to institutional digital preservation strategies for research data in collaboration with the records and archives teams
- Contribute to and manage the preservation of digital research data as part of the University's digital preservation policy

### **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 the University
- 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 City St George's, University of London remains at the forefront of developments in this area.

#### **General**

- Member of appropriate cross departmental teams and Library Services operational groups
- Contribute to general library staff training and development programmes
- Attend and present at conferences and meetings as a representative of City St George's Library Services

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. City 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.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



### Person Specification

Criteria	Essential (E) or Desirable (D)	Method(s) of Assessment:
<b>Qualifications and Knowledge</b>		
First degree OR equivalent experience including an element of data analysis	E	AF
Postgraduate (qualification with research experience)	D	AF
Knowledge and understanding of research policy and general Higher Education landscape including the Research Excellence Framework	D	AF/INT
<b>Experience</b>		
Demonstrated awareness of issues surrounding research data management, Open Access, research administration and digitisation	E	AF/INT <b>SS1</b>
Experience of managing a research data management system	D	AF/INT <b>SS2</b>
Knowledge and understanding of data protection and privacy issues with regard to managing research datasets	E	AF/INT <b>SS3</b>
Demonstrated understanding of developments in research communication	E	AF/INT
Experience of web-based software systems and statistics tools	E	AF/INT <b>SS4</b>
Experience of managing a digital archive and preserving its contents for long-term access	D	AF/INT <b>SS5</b>
<b>Skills and Abilities</b>		
Excellent interpersonal, communication and advocacy skills (both oral and written). Accuracy, precision and attention to details	E	AF/INT
Training and presentation skills and ability to tailor to different audiences (both technical and non-technical)	E	AF/INT <b>SS6</b>

Ability to manage own workload without close supervision including the ability to plan and complete work to deadlines	E	AF/INT
Strong team working and collaboration skills	E	AF/INT
Excellent IT Skills using a range of software packages and specialist RDM software	E	AF/INT
Project management skills	D	AF/INT

**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 April 2025**



## About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4\* (40%) and internationally excellent 3\* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

**Salary:** £42,882 pa, (pro-rated for part-time staff). The salary range for **Grade 6** is £42,882 – £49,559 and 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:** 30 days per annum. Plus eight UK public holidays and four days when City 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 \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[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** City 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 City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers 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: [clightfo@sgul.ac.uk](mailto:clightfo@sgul.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](mailto:hrhelp@sgul.ac.uk)

Closing date: **21 May 2025**

**Interview date TBC.** As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **215-24-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. 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.

