

JOB DESCRIPTION

Vacancy No:	001514
Job Title:	Research Data Manager
Department:	Department of Development Studies
Grade/Salary:	Grade 8/Ac3
Hours:	0.4FTE (Fixed term – 3 years)
Responsible to:	PI – Prof. Jonathan Goodhand
Responsible for:	N/A

Department Background

The Department of Development Studies is a world-leading research-led department. Our academics and research students work across a wide spectrum of development-related issues that are centrally important to the greatest challenges facing our planet. They include poverty, inequality, income-generation, agrarian relations, neoliberalism, globalisation, migration, conflict, and environmental sustainability. We also have a strong body of expertise, drawing on the work of several colleagues, on governance for development in Africa. Our research combines a critical approach to the major development issues and themes of the today, with an in-depth expert knowledge of Africa, Asia, the Middle East and Latin America. Our research is recognised globally for its challenge to development orthodoxies, innovative methods, contribution to cutting-edge theory and debate, and relevance to policy-makers and those planning and managing interventions.

Job Summary

The post-holder will develop and implement a comprehensive data management strategy for the project **GCRF - Drugs and (dis)order: Building sustainable peacetime economies in the aftermath of war**. The project will conduct policy-oriented research with a team of UK institutions and southern research partners on the effects of drug economies on conflict, health and livelihoods with a view to a) developing a robust and new evidence base b) strengthening the research capacity of southern partners c) changing prevailing policies towards drugs and development. The post-holder will strengthen capacity in data management across project partners in the UK, Afghanistan, Colombia and Myanmar through bespoke training, consultation and advice, strategic input and good practice guidelines. They will also ensure that good data management practices are applied across the project and have good knowledge of issues around data security.

This post is initially offered on a 0.4FTE basis but there may be opportunities to expand the role to support other projects in the School in the future.

Key Tasks

- Ensure that the GCRF Project adheres to funder requirements for data management and data sharing and is compliant with data protection legislation.
- Develop and implement a data management strategy for the project and support the development of data management strategies within the three focus countries (Afghanistan, Colombia and Myanmar).
- Develop and deliver training materials and guidance documents on data management for project partners in both the UK and research countries.
- Work closely with research partner organisations in Afghanistan, Colombia and Myanmar to tailor data management structures to their specific operational context.
- Work closely with research partner organisations in Afghanistan, Colombia and Myanmar to provide ongoing support and quality assurance of data management structures, including in-country training (where feasible) with partner organisations.
- Develop and manage the project's research database/repository.
- Provide guidance to manage and enable discovery of digital objects and associated metadata in discovery tools, catalogues, archives and repositories, advising on the use of metadata schemas.
- Develop advice on version control and tracking, formats, secure storage and access, and on receipt, processing and cataloguing requirements for datasets and digital objects
- Input into the project's annual research partner training programme.
- Contribute to the project's Massive Open Online Course (MOOC) on data management and data sharing.
- Periodic contributions on data management issues to project outputs and paperwork (such as reporting to funders, project newsletter etc.)
- Establishing a set of processes and guidelines in relation to data management and data sharing, which can act as a model of best practice for future research projects within SOAS.
- Work closely with SOAS library and Research Office staff to ensure an integrated approach to data management than aligns with wider institutional policies and approaches.
- Sit on relevant working groups within the project in areas such as ethics, data and security.
- Monitor and evaluate the data management approaches within the project.
- Travel to and provide training and support at one or more of the research locations during the project.
- Coordinate the preparation of project data for submission to the UK Data Archive at the end of the project.

General

- The post holder must at all times carry out their responsibilities with due regard to the

School's Respect at SOAS statement and adhere to and promote the School's Equality and Diversity policies

- The post holder must accept responsibility for ensuring that policies and procedures relating to health and safety at work are adhered to at all times
- The post holder must carry out their duties in line with the requirements of the Data Protection Act
- The post holder must abide by the requirements of the School's IT policies

Competency and Evidence

Communication:

Oral communication

- Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media including delivery of presentations and training.
- Ability to summarise and interpret complex, conceptual and specialist matters to suit different audiences (e.g. high-level delegates, senior academics and external providers) with varying levels of understanding and ability.
- Ability to adjust content of information that needs careful explanation or interpretation to suit the needs of different audiences.

Written communication

- Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media – including written guidelines, training manuals, reports, briefings and blogs.
- Ability to adjust the level of content and use a range of formats, to meet the needs of different audiences ensuring their understanding.
- Prepare papers for steering groups and other bodies.
- Contribute to the creation and maintenance of the project webpages.
- Prepare clear and concise written guidelines and training material.

Teamwork and Motivation:

- Manage own workload and associated administrative activities using initiative and leadership.
- Manage data management team, which will consist of 6 researchers across the research team who will be coordinating data collection and management in partner institutions.
- Required to regularly communicate with and support the researchers on the progress of the development of the data management system.
- Take lead responsibility for all data management aspects of the project with limited direction.
- Develop productive working relationships with other team members, working with colleagues, as required.
- Co-ordinate the work of colleagues to ensure equitable access to resources and facilities.
- Ability to be supportive and encourage others, with a flexible approach to delivering team results.
- Actively contribute to team morale.
- Ability to oversee the data management activities of partners in a collaborative manner.

Liaison and Networking:

- To liaise with external audiences to disseminate the lessons learnt about the process of developing data management processes on the project.
- Promoting research uptake and advising team on wider access to research data.
- Collaborate actively within and outside the School to advance thinking in this area
- Disseminate information in an accurate and timely manner and build relationships to facilitate the exchange of information.
- Work across team boundaries to build and strengthen working relationships and participate in networks to pursue a shared interest.
- Liaise effectively and collegiately with project colleagues and support staff.
- Contribute to project related meetings and report to project manager.
- Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.
- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
- Join external networks to share information and develop knowledge beneficial to the project.

Service Delivery:

- Ability to explore and adapt a service to meet funder expectations and identify ways of improving standards.
- Lead on development of data management processes for the programme as a whole and within the three focus countries.
- Contribute to successfully accomplishing the aims and objectives of the project.

Decision Making Processes and Outcomes:

- Use own judgment to make decisions, considering the impact, assessment of possible outcomes and chances of success.
- Make collaborative decisions with a group or committee to reach conclusions, and ensure that options are weighted, outcomes identified, and chances of success considered.
- Contribute to collaborative decision making with colleagues in areas of data management or information that will influence the decisions of others, anticipating and highlighting options and issues that need to be taken into account.
- Develop and implement a strategic plan for project data management and data sharing with a view to making it more broadly applicable across SOAS projects.

Planning and Organising Resources:

- Set performance standards and monitor procedures
- Experience of providing input to longer term strategic planning.
- Experience of planning, prioritising and organising the work of yourself and others (within own area) on a daily, weekly or monthly basis, whilst ensuring the effective use of available resources.

Initiative and Problem Solving:

- Experience of resolving new problems where there is a mass of information or diverse, partial and conflicting data with a range of potential suitable options.
- Ability to identify risks and mitigate against those risks.
- Experience of contingency planning when risks are realised and finding an effective and suitable alternative course of action.
- Lead on identifying challenges for relating to data management and identifying context driven solutions.
- Use initiative and creativity to resolve problems of meeting data management and sharing objectives and deadlines, identifying practical and suitable solutions.
- Develop ideas for application of data management project strategy.

Analysis and Research:

- Ability to develop project-level data management processes that enable coding, storing, categorising and analysing of research data across the three countries.
- Understanding methodological challenges when collecting data in a complex environment.
- Using multiple complex analytical tools and software to develop a customised and user-friendly data management system.
- Produce reports based on complex data collected and interpret these into presentations to various internal/external stakeholders.
- Analysis on how the data management processes are used and adapted based on feedback and observations.

Sensory and Physical Demands:

- Carry out tasks at a level which would require routine and little physical effort.
- May be required to carry out tasks that require the learning of certain skills.
- Balance the pressures of competing deadlines.

Work Environment:

- Experience of recognising common hazards and risks and eliminating to safeguard the situation.
- Required to be aware of the risks in the work environment and their potential impact on their own work and that of others.

Pastoral Care and Welfare:

- Experience of calming and reassuring those in distress, providing assistance but also referring to others when extra help is needed.
- Troubleshooting and problem solving to help colleagues resolve their concerns about progress of data management and sharing.

Team Development:

- Providing advice and guidance to project members and other colleagues on standard information or procedures.
- Mentor colleagues with less experience and advise on personal development.
- Coach and support colleagues in developing their data management and sharing techniques.
- Deliver training or instruction to others on specific tasks or activities, providing advice and feedback on the basis of knowledge and experience

Teaching and Learning Support:

- Deliver training or instruction to others on specific tasks or activities, providing advice and feedback on the basis of knowledge and experience
- Provide basic and introductory information in a format and style to suit learners' needs and assist with their learning
- Assist learners to achieve the required learning outcomes by using appropriate methods of delivery and adapting content and material to suit the needs of different learners. Providing assessment and feedback to help learners advance.

Knowledge and Experience:

- Possess sufficient breadth and depth of data management knowledge to inform and support the whole project team.
- Engage in continuous professional development.
- Understand equal opportunity issues as they may impact on the use and sharing of data in the project.

(See Person Specification for further criteria)

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be reviewed regularly to ensure they accurately represent the post and may be varied from time to time at the discretion of the School, in consultation with the post holder.

PERSON SPECIFICATION

Job Title:	Research Data Manager (Grade 8)
Department:	Department of Development Studies

	ESSENTIAL	DESIRABLE
Qualifications, Experience and knowledge		
Educated to degree level or equivalent qualification	X	
Professional experience working in research data management	X	
Knowledge of evolving requirements for and best practice in research data management.	X	
Knowledge of the data management and sharing requirements of the RCUK/UKRI	X	
Experience of working with a research data repository	X	
A strong knowledge of data protection and ethics relating to research data management and sharing	X	
A clear understanding of the culture and environment of a research-intensive university or similar research or enterprise organisation	X	
Postgraduate qualification in a relevant discipline		X
Experience of working on a funded research project		X
Have experience of technology issues/challenges relating to data management in ODA environments		X
Skills and abilities		
Excellent written and verbal communication skills, with a proven ability to communicate complex information in an effective, concise and tactful manner.	X	
Ability to deliver training sessions and give presentations	X	
Ability to establish and maintain good working relationships with a multi-disciplinary research team, UK and overseas partner organisations, and with peers and professional organisations	X	
High degree of professional judgement and integrity	X	
Ability to work independently with initiative and confidence and to participate fully as a team member.	X	
Proven organisational skills and time management skills; the ability to plan and to meet deadlines.	X	
Ability to work under pressure, manage stressful situations, prioritise a varied workload and meet deadlines.	X	
Excellent analytical and IT skills, including and understanding of software relevant to HE libraries and academic research	X	
Experience with data analysis software, e.g. Nvivo	X	

How to Apply

Please click the link at the bottom of the advertisement to apply via the SOAS online application portal.

The application form should be completed in full; compulsory elements of the application

are highlighted on the system.

In addition to completing the online application form, you should also upload the following documents in support of your application:

- CV
- Supporting Statement on how you meet the role requirements set out in the Job Description and Person Specification

Closing date: 30th September 2018

Completed applications must be received by 23:59 on the closing date to be considered.

Interviews will provisionally be held on 17th October 2018

If you have any questions or require any assistance with your application process, please contact hr-recruitment@soas.ac.uk.

At SOAS we celebrate diversity and promote equality and inclusion amongst our staff and students. As such, we welcome applications from all, regardless of personal characteristics or background.



Please scroll down for further information on SOAS Staff benefits

SOAS STAFF BENEFITS SUMMARY

Competitive Salary:

Staff at SOAS are paid within one of eight grades on the national 51 point pay spine.

The salary quoted in the job description shows the entire range of salaries assigned to the grade of the job. The salary offered to the successful candidate will depend upon their

experience and previous salary.

Once appointed, staff (if in post by 31 January) will move to the next point on the salary scale each year on 1 August until they reach the maximum of the scale.

In addition to the annual increment, a percentage rise will normally be negotiated nationally with the trade unions each year, and will also be awarded from 1 August.

The School uses a job evaluation scheme for evaluating roles to ensure equal pay for work of equal value across all staff.

London Allowance is paid in addition to basic salary to staff located in London.

The current rate is £3,227 per annum will increase incrementally to £3,500 in August 2018. From 1 August 2019 London Allowance will be consolidated into basic pay.

Pension:

The School operates the Universities Superannuation Scheme (USS) Career Revalued Benefits (CARE) pension scheme.

The School will contribute a sum equal to 18% of your salary while you pay 8%. Members also have access to the new defined contribution section of the USS scheme.

Eligible staff will pay pension contributions on a salary sacrifice basis.

Holiday:

Staff are offered 30 days (6 weeks) paid leave per annum plus Bank and Public holidays normally observed in England and Wales.

In addition, the School is normally closed for up to six days a year, over the Christmas and Easter holidays.

Part-time staff will be entitled to the pro-rata equivalent.

Life Cover:

Active members of the Universities Superannuation Scheme (USS) automatically qualify for life cover equal to three times your salary so long as you remain a member of the scheme. Dependents pensions will also be available.

Travel Season Ticket Loan:

Interest-free loans are available for staff to purchase annual season tickets.

Cycle to Work Scheme:

The School promotes a greener approach to travel by encouraging the use of a bicycle as transport to and from work, and supports the Government's Cycle to Work scheme.

Computer Loan:

The School offers an interest free loan up to a maximum of £1,500, to purchase a computer.

Work-life balance and family-related matters:

The School offers a range of benefits to support you in balancing work life and family life, including enhanced maternity and paternity packages and childcare vouchers.

Enhanced Maternity and Adoption Pay

Qualifying employees are entitled to enhanced maternity/adoption pay. There are two enhanced Maternity schemes available; Enhanced & Occupational.

The School offers employees with 52 weeks' service Occupational maternity pay at the following rates; 18 weeks' full pay, 8 weeks' half pay, 13 weeks' Statutory Maternity/Adoption Pay.

The School offers employees with 26 weeks' service Enhanced maternity pay at the following rates; 12 weeks' full pay, 4 weeks half pay, 23 weeks' Statutory Maternity/Adoption Pay

This is an enhancement to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Staff returning to work after maternity/adoption leave will also receive an incentive payment of one additional week's pay per month for the first eight months.

Enhanced Paternity Pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay.

This compares to the statutory provision of two weeks' pay at the statutory rate.

Childcare Voucher Scheme

Childcare vouchers can enable parents to pay for childcare from pre-tax and National Insurance income.

Childcare Allowance

The School provides some financial assistance to employees who are required to pay childminder or nursery fees for their children.

Flexible working

The School recognises the importance of helping its employees balance their work and home life and is committed to considering and agreeing, wherever possible, requests for flexible working to enable staff to manage their responsibilities caring for children or adults.

Emergency and out of hours payments

This scheme allows an employee to claim funding towards the cost of adult and/or childcare

in order to attend occasional out of hours activities linked to career enhancement, such as attending evening conferences and seminars, research presentation opportunities, representing SOAS.

Emergency care payments

This scheme allows an employee to claim funding towards the cost of arranging emergency childcare support and care for dependent adults when their existing arrangements have fallen through at short notice.

Wellbeing and support:

Enhanced Sick Pay

Occupational sick pay is offered at the rate of two weeks' full pay, followed by two weeks' half pay from day one of employment, rising incrementally to 6 months' full pay followed by six months' half pay after 5 years' service.

24/7 confidential support

Staff and their household members have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year. Staff also have access to telephone counselling.

Occupational Health

The School works with an independent occupational health provider, taking a proactive approach to the management of health in the work environment. The service advises on the effects of health on work and work on health.

Staff experiencing work-related muscular-skeletal problems can also access a physiotherapy service.

Eye tests

Employees using display screen equipment (DSE) such as VDUs are entitled to an eye examination funded by the School.

Faith and spiritual practice

SOAS is a community where individuals are free to practice their faith in an open and encouraging environment. There are prayer rooms available for both staff and students to use.

Learning and career development:

Training and personal development

The School is very supportive of developing its staff and offers a wide range of internal courses to help staff develop on a personal and professional level, as well as providing funding to attend external events and conferences.

Staff also have access to a Fee Remission Scheme for SOAS part time Masters level study.

Library

Staff members have access to the SOAS library, which is one of the world's most important academic libraries for the study of Asia, Africa and the Middle East.

Events

All staff are welcome to attend a range of exhibitions, lectures, Q&As and seminars held by academic departments.