Appointment details

Research Data Management Specialist

Closing date
6th March 2015

Ref: R150058
About Aston University

At a time of significant change within the Higher Education sector, with more emphasis being placed on widening participation, graduate employment, the student experience and the impact of research on society, Aston looks forward to the future with confidence.

Aston’s vision is to be the UK’s leading University for business, enterprise and the professions, where original research has a positive impact on the world around us. Aston’s strategy ‘Forward to 2020’ describes Aston as a top research-led international University renowned for developing future leaders of business and the professions.

We already ‘punch above our weight’ and have high, yet realistic, aspirations for 2020 that include:

- Ranked within the top 1% of universities in the world, and consistently in the Top 20 in the UK
- In the Top 10 for Graduate Employability in the UK and Top 40 worldwide
- Focussed on the needs of business and the professions, with all Aston undergraduate students taking part in integrated work experience
- Carrying out world class research that leads to the creation of practical and applicable solutions for the challenges of the future, and contributes to the development of research leaders and entrepreneurs
- Providing an inspiring, challenge-based education for students, equipping them to develop into global citizens, with the skills, knowledge and confidence they will need to achieve their goals and reach their full life potential
- Engaging with our community and city, recruiting students with talent regardless of income and background, and partnering with business, the professions and the public sector
- Putting sustainability at the centre of all we do, ensuring that Aston is one of the greenest and most sustainable of all UK universities, in the Top 5 of the People and Planet League.

Students are at the heart of everything we do within Aston’s small and friendly community – in the way we think and in the way we act. The student experience is distinctive and unique at Aston because it is built and lived by students and staff as equal partners in the relationship. Our students are engaged in all aspects of their academic and social lives at Aston; our staff are genuinely interested in their students, their success and their welfare, and are universally approachable and friendly.
Welcome from Alan Charters

Dear applicant

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

Whilst there are some ‘knowns’ - HEFCE funding for both teaching and capital investment has experienced dramatic reductions, the impact of the UK’s new visa regime on international student numbers - there are equally important ‘unknowns’ - to what extent will student expectations rise as a result of the increased fees. Universities who are able to adapt swiftly to a changing and increasingly competitive market will thrive.

Aston is well positioned for the future. Our vision ‘Employable Graduates; Exploitable Research’ not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston’s continuing success.

Alan Charters
Chief of Operations and Estates
Library Services (LS) is organised into three main teams: the Customer Services team, Information Resources team, and the Library Office Team. LS is highly customer-focused and currently holds the Customer Service Excellence award and the Investors In People Silver award.

The four-storey Library can accommodate up to 1200 users, with study space for individuals, groups, meetings, workshops/seminars and students with additional needs. All four floors of the library have been completely refurbished since 2010.

For more information, visit our website
www.aston.ac.uk/ http://www.aston.ac.uk/library/

Information Resources Team structure
Job description

- To develop and manage the systems and procedures for managing and curating research data at Aston
- To develop and manage the systems for access to and reuse of Aston’s research data
- To promote advocacy to raise awareness of the role of research data curation and exploitation in scholarly communication, ensure individuals compliance with policies, and maximise deposit of research data
- To ensure Aston’s compliance with funders’ requirements for the management, retention and access to research data.

This post reports to the Director for Information Resources in consultation with the Research Support Office (RSO) and PVC for Research.

Responsibilities

1. To carry out an initial audit of Aston’s current research data needs and practices in order to establish future research data management requirements and to set up an ongoing monitoring program to assess the effectiveness of RDM systems, and procedures over time.

2. Take the lead role in establishing or adapting systems and procedures for managing research data, working closely with colleagues in IT, the Library, Research Support Office and researchers. At Aston we are likely to use the data module in Pure for recording metadata related to research data. Provide regular updates to the Director of the Research Support Office and PVC Research via Research Committee and contribute to related groups such as the Pure Advisory Group and Working Group on Research Data. To input into further development of these systems as required as new requirements and processes emerge.

3. To work closely with colleagues working on Aston’s Current Research Information System, Repository and the management of Open Access Publications to ensure that Research Data Management is part of coherent systems to support and manage research. This will include working with staff in the Research Support Office to ensure that RDM plans are developed as part of the research grant application process.

4. To develop guidelines and advice for researchers on managing research data and ensure that they are promoted to researchers and incorporated into other research management guidelines as appropriate.

5. To ensure that LS staff and Research Development Managers develop and maintain a good awareness of research data management policies and procedures in order for them to act as ambassadors and the first line of support for researchers on Research Data Management questions.

6. To provide training materials for delivery to academics and other stakeholders on the range of Research Data Management considerations and requirements.

7. To promote advocacy for the issues and procedures around research data management, through the networks of LIS staff, other Aston staff and communication media within the University.

8. To provide expert advice to stakeholders on Research Data Management matters including funder requirements, data citation standards, data migration, formats and version control, data analysis and mining, copyright,
licencing and IPR issues. The first line of support will be provided by Library Information Specialist or RSO Research Development Managers (for funder requirements and DMPs) with you as the expert referral point.

9. To work with colleagues in the library, IT and Research Support to provide advice to the University on the continuing technical and infrastructure developments required to ensure that Aston is able to effectively support the needs of researchers and funders in managing research data.

10. To monitor and report on the archiving of Aston’s research data to ensure / demonstrate compliance with relevant funder policies, in particularly in relation to the length of time data must be kept.

11. To ensure that Aston research data is discoverable through the implementation and use of metadata schemes and visibility to major search engines.

12. To liaise with external projects and bodies e.g. Data Curation Centre, UK Data Archive and JISC, and to represent Aston in national projects and developments on Research Data Management.

13. Maintain awareness of policy developments regarding the management and accessibility of research data at a national and international level, disseminate new knowledge and ideas to colleagues within LS and make recommendations regarding implications and appropriate implementation at Aston. This will include participation in external professional groups and attending conferences and seminars.

14. To undertake any other tasks appropriate to the grade of this post as may be designated by the Director from time to time.
## Person specification

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<th><strong>Essential</strong></th>
<th><strong>Method of assessment</strong></th>
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<td><strong>Education and qualifications</strong></td>
<td>Good honours degree and a relevant postgraduate qualification (for example librarianship/information studies or research degree)</td>
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| **Experience** | Experience of working in a relevant area which might be an academic library, on academic research or academic IT support  
Experience of introducing new activities or initiatives | Application form, interview and presentation |
| **Aptitudes and Skills** | Strong ICT skills  
Understanding of the open access agenda  
Excellent organisational and planning skills | Application form, interview and presentation |
| | Good verbal and written communication skills  
Customer focused approach to work  
Excellent interpersonal skills  
Able to work with a diverse range of people  
Able to work productively as part of a team and independently | Interview |
| **Other** | Willingness to develop own skills and to support others in learning new skills  
Flexible and adaptable | Interview |

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<th><strong>Desirable</strong></th>
<th><strong>Method of assessment</strong></th>
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| **Experience** | Experience of managing the archiving of research data  
Experience of open access publishing  
Experience of working with data repositories and metadata  
Experience of working with data storage systems | Application form, interview and presentation |
| **Aptitudes/Skills** | Web page development  
Good presentation skills | Application form, interview and presentation |
Salary & benefits

This post is offered on a fixed term basis as a secondment opportunity for 4 months. The appointment is Grade 8 and the salary range for this grade is £31,342 - £37,394 per annum.

**Holiday entitlement**
30 days per annum pro rata, in addition to 13 days public and university holidays pro rata.

**Pension**
Eligible staff are offered a defined benefit pension with the Universities Superannuation Scheme (USS).

**Contribution pay**
The University’s Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.

**Relocation**
Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment.

Visit our website: aston.ac.uk/hr for full details of our salary scales and the benefits Aston University staff enjoy.
How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

Closing date for applications 6th March 2015

Interview date 16th March 2015

Please contact Heather Whitehouse in Library Services for an informal discussion about the role.
Tel: +44(0) 121 204 4493, Email: h.d.whitehouse@aston.ac.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Debbie Walker
HR Advisor
+44 (0) 121 204 4493
d.walker1@aston.ac.uk

Sarah Taylor
HR Administrator
+44 (0) 121 204 4573
s.l.taylor@aston.ac.uk

Outline terms and conditions of the appointment

Qualifications
Successful candidates will be required to produce evidence of their qualifications upon joining the University

Medical clearance
It is a condition of appointment that newly-appointed staff receive medical clearance from the University’s Health Centre.

Eligibility to work in the UK
Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the points-based calculator on the UK Visas and Immigration website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.

Document checks
As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the UK Visas and Immigration website.
Equal opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual’s career at Aston.

An Equal Opportunities Monitoring Form is included with the application form.

Data Protection Act 1998

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Disclosure and Barring Service (DBS)

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr.