



OPPORTUNITY

Research Information and Systems Manager

Reference: R220231

Salary: £42,149 to £50,296 per annum. Grade 9, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

To lead on strategy for use and optimisation of research management systems;
To lead system implementations and maintenance;
To provide data analysis around research performance;
To lead efforts to put in place processes and tools to collect and record data that is likely to be required for a future Research Excellence Framework (REF) return.

Main duties and responsibilities

- ▶ To be the 'expert user' and administrator of the University's current research information system (PURE) and other research management software. This also includes reporting, integrations to and from research management systems, inside and outside the cloud.
 - To lead user groups to receive feedback on the usability of the system, consult on how the system could be developed and priorities for enhancements.
 - To ensure the PURE helpdesk provides resolution to all helpdesk calls within service level agreements, seeking guidance from the supplier for more complex matters, and to ensure support received is transferred to other members of the PURE helpdesk.
 - To evaluate and minimise the impact on integrations and reporting of any functional changes being made.
 - To ensure that user roles continue to be provisioned correctly to minimise data protection risks.
 - To lead the release of system updates, ensuring regression testing is performed and any issues are resolved prior to deployment to production.
 - Ensure that changes are communicated to stakeholder groups and resources are updated accordingly.
 - To evaluate the nature of requests for optimisation and identify whether that need can be proactively met.
 - To manage these systems on a day-to-day basis, including for example setting up new users, maintaining data tables of Aston-specific information, troubleshooting queries and actively working with the data owners to resolve these queries.
 - To provide training on these systems for new users as required.
 - To provide ongoing knowledge transfer to business functions to ensure they are as self-sufficient as possible.
 - To develop and maintain process-maps and standard operating procedures.
 - To maintain a list of "known-issues" appropriate for end user consumption.
 - To ensure training materials remain relevant and fit for purpose.
- ▶ To identify, advise on and implement research management systems, reporting and business process improvements across the University.
 - To engage with the University's Digital Aston programme to ensure robust integrations are developed for PURE (the University's system for collecting and managing information on research activity) from other core systems, and to ensure the interests of research management are represented on the programme.

- Work proactively with colleagues in Library Services to integrate infrastructure and support around research systems that support scholarly communications, research evaluation and open research.
- Work closely with the Impact Managers to develop evaluation and data systems for capturing impact.
- Work closely with the Research Integrity and Governance Manager to provide appropriate digital solutions for capturing research ethics.
- Work with Institute managers and College research administrators to provide appropriate digital solutions for supporting research activities.
- Co-ordinate and manage the ONS' Secure Research Service presence at Aston.
- ▶ Responsible for the collection, coordination and preparation of all components of the Aston REF submission. On a seven yearly cycle this is broadly split into three phases of work: five years of regular ongoing gathering and preparation of data on outputs, impact, income and students; two years of intense data preparation of the final return prior to submission; post-submission responses to audit queries and analysis of results.
 - Lead engagement with colleagues in RKE, Colleges, Planning and the Data and Analytics Team to support future REF exercises and Aston's ongoing reporting needs.
 - Management of the systems and processes to validate and submit the data.
 - Preparation of data and reporting for mock REF exercises.
 - Working with the Director of Research Strategy, Funding and Impact to establish and manage the timetable for mock exercises and final submission.
 - Working with professional services colleagues to verify and audit publication records, research income data and PGR student numbers.
 - Responding to REF audit queries and analysis of REF results on behalf of PVC-Research and Director of Research Strategy, Funding and Impact.
- ▶ To provide data and analysis of key research indicators in particular those concerning research funding, research environment and output evaluation regularly and on request to frame strategic discussions and provide high quality reports and analyses to inform evidence-based decision making.
 - Monthly reporting on research applications and awards data to the Pro-Vice Chancellor Research, Executive Deans and Associate Deans for Research.
 - Preparation of headline REF-related data for review by Executive Deans, Associate Deans for Research and the REF Management Group.
 - Prepare detailed analyses of College applications and awards performance and Unit of Assessment readiness.
- ▶ Line management of the Research Officer including management of workload and appropriate delegation of the above activities and also their wider work to support RKE and the Director of Research Strategy, Funding and Impact.
- ▶ Work collaboratively with colleagues in RKE, Associate Deans for Research, Executive Deans, external partners and the wider Aston community towards achieving University's research strategy and thereby delivering for its beneficiaries.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.

- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Educated to degree level or equivalent qualification	Application
Experience	<p>Experience of implementing research management software (including data migration, integration with other systems, and testing) or of using, developing, maintaining, and engaging staff with research management software.</p> <p>Exploring problems and solution requirements related to research management.</p> <p>Summarising complex guidance (on data returns, system functionality or similar) at levels suitable for all staff involved in the process.</p> <p>Leading systems and improvement projects from conception to closure, organising and delegating work amongst project teams, actively monitoring and redirecting efforts.</p> <p>Preparation of business cases, project plans, training needs analysis and similar project documentation.</p> <p>Analysing data and preparing high quality reports on research activity to support the development and monitoring of research strategy.</p> <p>Working effectively with individual colleagues, committees and project boards at all levels within and beyond your current and previous institutions.</p> <p>Providing advice on data quality assurance within University research management systems.</p>	Application and at interview

	Essential	Method of assessment
	<p>Providing a high level of customer service, for example through running a system helpdesk and training new system users in the Colleges and Professional Services.</p> <p>Acting as the institutional point of contact for external providers of research management systems.</p> <p>Acting as an active membership of relevant committees and working groups.</p> <p>Having the relevant expert knowledge to be able to take the initiative and find creative solutions to problems with IT systems, process issues, and progressing project work. This may require working with external system providers.</p> <p>To provide advice on quality assuring data within each system.</p>	
Aptitude and skills	<p>Ability to think strategically about your area of expertise, providing input into workshops and planning meetings.</p> <p>Excellent influencing and negotiating skills as well as the ability to manage conflict and resistance to change.</p> <p>Exercises good judgement about issues where there is a need to consult and inform others, and where decisions should be taken independently.</p> <p>Communicates and collaborates effectively with key stakeholders within and beyond the University, providing advice, evidence and expertise to inform decision making.</p> <p>The ability to analyse data or prepare data for analysis using Microsoft Excel, SPSS, or other software.</p>	Application and at interview

	Desirable	Method of assessment
Education and qualifications	<p>Educated to post-graduate level.</p> <p>Qualified project manager.</p>	Application
Experience	<p>Experience of a role where an in depth knowledge and understanding of the UK research environment has been developed.</p> <p>Line management responsibility.</p>	Application and at interview
Aptitude and skills	<p>Writing technical specifications for integrations and reports for technical support staff.</p>	

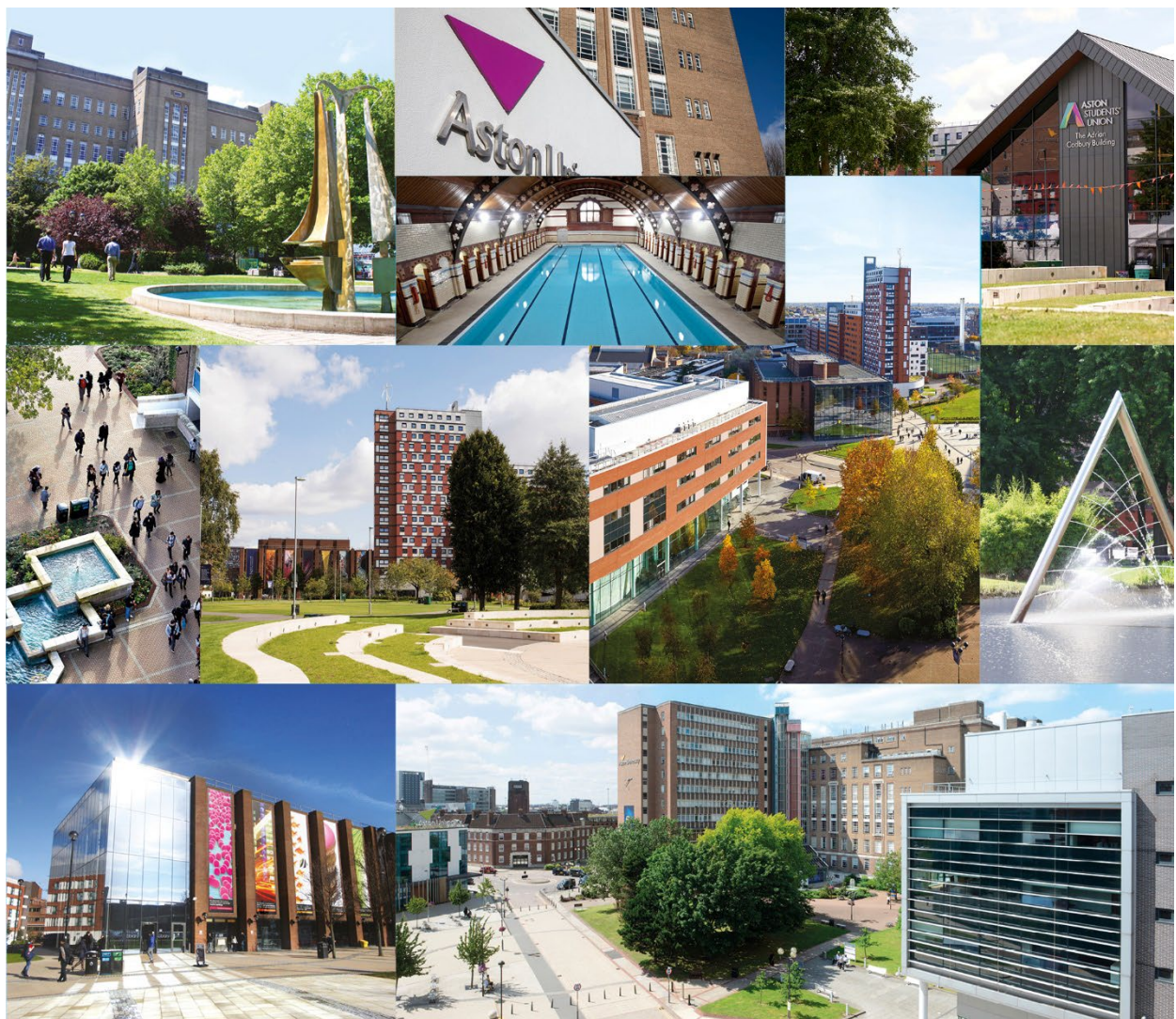
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Rebecca Stokes

Job Title: Director of Research Strategy Funding And Impact

Email: r.stokes2@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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 student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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