

JOB DESCRIPTION

Job Title:	Research Data and CRIS Manager
Department / Unit:	Library, Learning Support and Culture
Job type	Professional Services
Grade:	7
Accountable to:	Head of Library Research Support
Accountable for:	n/a
Department Background	
The Library, Learning Support, and Culture Division is responsible for providing a range of services to support Royal Holloway's learners, academic staff and researchers. These services include access to, and curation of, digital and physical content, together with the provision of advice and support. The Library Service is comprised of Academic Liaison, Acquisitions and Content Delivery, Customer Services, Library Systems and Research Support. Teams shaping the cultural and learning support strategy of the University are collocated within the Division's portfolio and play a prominent role in the delivery of the University's ambitions.	
Purpose of the Post	
The post holder will have two primary responsibilities: - To be operationally responsible for delivering the College's Research Data Management Service, supporting curation of both active and archived data. - To be the senior business user of the College's Current Research Information System (CRIS). The post is responsible for effective service management of the CRIS system and operational delivery of the College's research data management service, including ensuring quality metadata and appropriate storage, retention and preservation of research data.	
Key Tasks	
Advocacy, training and support - To develop and deliver RDM advocacy, training and enquiry support to researchers covering the full research data lifecycle and within agreed service levels and policies. This service will include embedding research data planning and research data management best practice, supporting compliance with funder mandates, and advising researchers on appropriate active and archived research data storage solutions that maximise appropriate public access and ensure long-term preservation. - To ensure the production of appropriate support documentation about both RDM and the CRIS, including relevant web pages.	

3. To evaluate and report on the usage of RDM support services, both to inform service development as well as reporting on compliance against funder requirements.
4. To work collaboratively with other members of the Library's Research Support Team to provide a cohesive support service around the areas of scholarly communications, Open Access and RDM.
5. To act as a first line of support for users of the CRIS systems, handling queries as they arise and referring on where appropriate

Data and metadata quality within the College Data Archives and the Current Research Information System (CRIS)

6. To have operational responsibility for the running of the College Research Data Archives and CRIS, including responsibility for structured institutional data and metadata within the systems (but excluding actual research data)
7. Oversee deposits of research data into the College's active research data stores and research data archives, and the creation of metadata records for data stored externally.
8. Advise and support academics on creating appropriate metadata on research data in active data stores, the data research archives, including external data repositories.
9. Validate metadata in the Data Archives and create DOIs.
10. To review metadata associated with research data to maximise its discoverability and links with research outputs, including working with other Library colleagues to consider how metadata can be shared and surfaced with other systems.
11. To review the preparedness of materials in the College Data Archive for long-term preservation and carry out actions that help ensure preservation. This will include support for wider College digital asset management projects.

Long term digital preservation

12. To consider options for ensuring long-term preservation of research data and assess how they can be implemented.
13. To evaluate the use of existing systems for digital preservation of research data.
14. To review the preparedness of materials in the College Data Archive for long-term preservation and carry out actions to help ensure preservation.
15. To provide expert input and advice on the long-term storage and preservation of research data held by the Library or by researchers produced in the course of their research.

Infrastructure Maintenance and Development

16. To monitor system functionality and resolve system performance issues in collaboration with IT Services and providers

17. To monitor service requirements and to plan and deliver upgrades and enhancements in collaboration with other Professional Service colleagues.
18. To evaluate the use of existing services to inform College systems architecture planning
19. Funder compliance and Research Assessment:
 - a. To support the College's management of external research assessment (REF) by ensuring system readiness, running relevant reports from the CRIS, uploading data and monitoring the accuracy and completeness of the submission
 - b. To similarly support other external assessment exercises and funder audits, as required
20. Reporting:
To support the University's Senior Management by developing and providing reports from the CRIS system, as required

Other Duties

1. Participate in Library and College project work and activities, as required, to meet strategic aims and goals
2. Attend relevant committees, events, workshops and conferences ensuring that Royal Holloway is kept up to date with the latest developments in both RDM and CRIS infrastructure and services.
3. Monitor and contribute to national/institutional consultations relevant to the role and represent Royal Holloway in appropriate external fora.
4. Any other duties as required by the line manager or Head of Department, that are commensurate with the grade.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Researchers
- Professional services colleagues: Library, IT, HR, Finance, Schools, Strategic Planning
- External system providers e.g. Elsevier
- External system User Group members

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Dept: Library, Learning Support and Culture

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to degree level or equivalent	✓		Application Form
Postgraduate qualification in associated discipline such as information management, librarianship, archives, or relevant experience in the HE sector / information services / Research Data Management	✓		Application Form
A good understanding of the current HE research environment including research assessment and scholarly communications		✓	Interview
Knowledge of research data management and the research data life cycle, including relevant metadata standards, legislative frameworks (e.g. copyright, licencing and GDPR), and digital preservation	✓		Application Form / Interview
Knowledge of funders policies and requirements concerning research data management	✓		Application Form / Interview
Skills and Abilities			
Ability to organise and prioritise work effectively	✓		Interview
Proven ability to work effectively as part of a team including within a project context	✓		Interview
Excellent verbal and written communication skills	✓		Application Form / Interview

	Essential	Desirable	Tested by Application Form/Interview w/Test
Ability to proactively initiate and maintain internal and external networks	✓		Interview
Proven attention to detail and accuracy	✓		Application Form
Ability to solve problems and identify novel solutions	✓		Interview
Demonstrable service led and customer focussed approach to work	✓		Interview
Experience			
Experience of Pure or a similar CRIS		✓	Application Form
Experience of acting as first line support for user queries	✓		Application Form / Interview
Experience delivering system upgrades from a business perspective and the analysis of release notes	✓		Interview
Experience of developing processes or systems to produce a desired outcome	✓		Interview
IT literate with a high level of proficiency in Excel or similar tools to supply, extract and manage data.	✓		Application Form / Interview
Ability to produce management information in a format appropriate to the source and audience	✓		Interview
Experience of monitoring, maintaining and improving data quality	✓		Application Form / Interview
Other requirements			
Flexible approach, e.g. occasional cover for colleagues and travel	✓		Interview
A commitment to own personal professional development within the role	✓		Application Form / Interview