

**PERSON SPECIFICATION**  
**Research Data Manager**  
**Vacancy Ref: A2063**

Criteria	Essential/ Desirable	*Application Form/ Supporting Statements/ Interview
Educated to degree level (ideally with a STEM -science, technology, engineering and mathematics- background) or equivalent work experience in a relevant area	Essential	Application Form
Demonstrable knowledge of data management issues and technical challenges related to use and archiving of digital and other datasets, including an understanding of legislative requirements on data protection, information governance, copyright and IP and licensing	Essential	Supporting Statements/ Interview
Familiarity with bibliographic metadata and common metadata standards (especially XML, DC and DataCite) and research and author identifiers.	Essential	Supporting Statements/ Interview
Excellent analytical, organizational, management and numeric skills, a logical and systematic approach and scrupulous attention to detail. Demonstrated record of designing and improving processes and delivering projects on time.	Essential	Supporting Statements/ Interview
Strong oral and written communication skills, interpersonal and team abilities, with a record of working collegially within and across organisations, and with varied users' groups in a rapidly changing team environment	Essential	Supporting Statements/ Interview
Proven ability in and desire for doing outreach and training across campus.	Essential	Supporting Statements/ Interview
Knowledge of research processes and changing landscape of research environment including that of funders and professional bodies.	Essential	Supporting Statements / Interview
A strong service orientation approach with a focus on customer service excellence.	Desirable	Interview
Drive, determination and an agile approach: the ability to work independently, multi-task and work under pressure	Desirable	Interview
Knowledge of GDPR (General Data Protection Regulation) and its impact on the research lifecycle	Desirable	Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests or presentation etc.