

JOB DESCRIPTION
Research Data Manager
Vacancy Ref: A2904

Job Title: Research Data Manager	Present Grade: 7P
Department/College: Library and Learning Development	
Directly responsible to: Research and Scholarly Communications Manager	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: Researchers, students, colleagues across the Library and Learning Development, Organisation and Educational Development, Doctoral Academy, Research and Enterprise Services, Information Systems and Services, Strategic Planning and Governance, Professional Services colleagues embedded within Faculties and Academic departments, colleagues across the wider institution.</p> <p>External: Peers from other institutions, sectoral agencies and service suppliers, visitors to the university. National and global organisations as appropriate e.g. Jisc, UKRI, Research Funders, SPARC*Europe, RDA, DCC, NoWAL, SCONUL, RLUK, N8, Northern Collaboration. Vendors e.g. Elsevier, Thomson Reuters, ProQuest, Ex Libris, Digital Science, etc.</p>	
<p>Job purpose: The Research Data Manager will enable active live-cycle curation and re-use of digital research data generated during research activities, projects and contracts by developing scalable and sustainable services, infrastructure, procedures, advice and training.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • Develop and refine University-specific guidelines on good research data practices, ensuring that Research Data Management (RDM) is integrated with existing research information management and publications systems. • Review and provide insights for the institutional repository to cater for future research demands and evolving standards and principles e.g. to support FAIR principles and Digital Scholarship; to perform administration and maintenance tasks, such as validating datasets and minting DOIs. • Offer an RDM advisory service to researchers promoting best practice in research data management including providing advice on data citation, analysis and mining, licensing, copyright and IPR issues relating to RDM and assisting with the drafting of data management plans (DMPs) and reports. • Maintain web pages in the University's content management system offering local advice and useful resources on RDM and on the institutional 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 and discipline-based ontologies. • Develop advice on version control and tracking, formats, secure storage and access, and on receipt, processing and cataloguing requirements for datasets and digital objects. 	

- For local archives, checking and cleaning digital objects' metadata, validating linkages and performing other checks; preparing rigorous and understandable documentation; establishing processes for recording 3rd party requests for access.
- Undertake audits to investigate and evaluate researchers' data management practices, processes and resources across the University to inform the development of support for their research data management needs.
- Develop and deliver inclusive RDM training, consultation and engagement opportunities for researchers at all career stages from across the institution, including those who are not physically located at our Bailrigg campus.
- Maintain close engagement with and make significant contributions to related research and scholarly communications issues e.g. copyright, Research Intelligence and Citations Analysis, Open Research, and Digital Scholarship.
- Act as the University's key liaison with national and international data organizations.
- Any other duties commensurate to the grading of the post.