

JOB DESCRIPTION

Job Title: Research Data and CRIS Manager	Accountable to: Deputy Director RMA
Contract Length: Permanent	Hours per week/FTE: 1.0
Salary: £37,265-£44,708	Grade: 5
College/Service: Research Management and Administration (RMA)	Location: King's Cross

Purpose of Role:

To assist UAL's research community in the accurate creation, preservation and analysis of research data, and support the implementation of UAL's Research Data Management (RDM) policy. To manage and advise on the use of UAL's Current Research and Information System (CRIS; Symplectic Elements) and UAL Data Repository (UALDR; ePrints), and support preparations for Research Excellence Framework (REF) and similar research audit exercises.

Duties and Responsibilities

1. To be the lead manager and administrator for UAL's research information systems (CRIS, UALDR) and to work closely with professional staff in RMA, IT Services, and Library Services to ensure a consistent service and facilitate change when necessary
2. To set up and maintain structures and processes for monitoring data related to research outputs, environment and impact that assist in the preparation of REF (or equivalent) submissions and in the management of research activities at UAL
3. To manage CRIS and RDM policies and procedures to achieve the strategic objectives of the University Research Strategy, and that ensure UAL remains aligned with best practice and at the forefront of developments, especially in the art and design sector
4. To work with the Scholarly Communications Manager to ensure that processes and workflows between the CRIS and the UAL's research outputs repository (UAL Research Online, UALRO) are appropriate and robust
5. To ensure that the arrangements for recording research impact are aligned with UAL's Impact Toolkit and liaise with the Research Networks and Impact Co-ordinator as necessary
6. To engage with the academic community and understand their needs and requirements related to research data management. To meet with researchers to advise on recording research data in the CRIS and UALDR and on storage and software requirements, and to provide guidance on best practice and costs
7. To handle queries relating to CRIS and UALDR, including curating and uploading data and liaising with IT Services
8. To provide administrative and liaison support to IT Services and relevant end users to help ensure that data exchanges between the CRIS and systems interoperable with it are accurate
9. To work in partnership with IT Services for the planning of system changes and upgrades, and agreeing a roadmap of developments
10. To represent RMA as its Local Information Manager and liaise with the UAL Records Manager as appropriate on data and records management
11. To promote CRIS and research data management best practice within UAL and ensure it is fully embedded into research project workflows
12. To develop and promote knowledge and awareness of CRIS and RDM, including a training programme and guidance documentation on procedures and standards for the creation and recording of research data in the CRIS and UALDR
13. To prepare and analyse data reports for RMA senior management and University committees as required
14. To advise and assist RMA teams on research data management, particularly on development of data management plans (including guidance on costs and formats)
15. To manage all aspects of copyright and licensing relating to UALDR, discoverability, sharing and reuse of research data
16. To receive and process requests for Open Access research data as necessary
17. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
18. To undertake health and safety duties and responsibilities appropriate to the role
19. To undertake all aspects of committee servicing including setting agendas, producing papers, minute taking, briefing committee members, and following up actions.

20. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
21. To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
22. To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
23. To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc.; with whom regular contact is required.

- RMA senior management, RMA Funding team, Scholarly Communications Team (Library Services), Associate Deans for Research, senior researchers, Applications Delivery Team (IT Services)
- Liaison with managers and stakeholders in Colleges and professional services departments

Specific Management Responsibilities

Budgets: None

Staff: Potential line management responsibilities in the lead up to a REF submission or equivalent

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Research Data and CRIS Manager**Grade: 5****Person Specification**

Specialist Knowledge/ Qualifications	Knowledge of research information systems (e.g., CRIS) and research data repositories Familiarity with open file formats Understanding of data analysis and visualisation. Knowledge of Open Access requirements
Relevant Experience	CRIS and RDM support in a higher education institution.
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: April 2015