

Data and Systems Manager

Job Ref: REQ250581

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Research and Innovation Office plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value service to researchers across the research development pipeline. The Office incorporates several different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Estates and Facilities Management, Finance, and HR.

The role will support the University's exciting ambitions to increase research and innovation income and translation of research to application over the next few years. The postholder will work collaboratively across Teams within the Research and Innovation Office and academic Schools, IT Services, Finance and HR and other service colleagues to understand processes for collection of data and the data requirements for operational and a wide variety of complex internal and external reporting purposes. They will play a key role in leadership of new and updated systems implementation, ensuring a culture of partnership across all stakeholders and continuous development in the application of good data management practices and systems deployment.

This is a business process and data management focussed role (rather than a technical IT role), so the postholder will need good organisational, analysis and people skills, with experience in the application of complex and varied digital/IT systems to business processes, data management and effective reporting. The post provides a fantastic opportunity to play a vital role in a major change programme which will have a significant impact across this strategically important aspect of the University's work.

Job Description

Job Grade: Management and Specialist Grade MA7

Based: Research and Innovation Operations Team, Research and Innovation Office

Job Purpose

To lead on the deployment and management of data and systems across all aspects of the Research and Innovation Office service.

To deliver a high quality, strategically driven RIO systems and data service to the University.

Job Duties

Research and Innovation Operations

The following list of job duties is indicative and may change and evolve as institutional strategy develops or as specific needs are identified by the Research and Innovation senior management team:

1. Lead delivery of an efficient, solution-focussed and strategically informed data and systems service enabling RIO to shape, facilitate and support delivery of the University's research and innovation ambitions.
2. Develop and maintain an excellent cross-functional understanding of the University's data and systems requirements relating to the functions of the RIO including self service tools for academic staff.
3. Working closely with colleagues in IT and other key professional services, lead the development and delivery of innovative and sector leading data provision and systems which support the life cycle of management and reporting on research and innovation activity and which are scalable in line with the University's strategic plans.
4. Scope and plan project work in relation to the job purpose, with initial projects likely to include standardisation of data structures and recording as well as procurement of new systems; in the longer term projects will be required for ongoing updating and responding to changing internal and external requirements
5. Manage the work of the RIO Systems and Data Project Officer.
6. Provide advice and guidance on RIO systems and data activities and act as an escalation point should major issues arise.
7. Act as the key source of advice on data and systems matters to the RIO leadership team and to other senior leaders at the University.
8. Maintain oversight of all RIO data, processes and systems practices, working with and co-ordinating the RIO's Teams and wider stakeholders, ensuring activities remain fit for purpose, co-ordinated and legally compliant whilst fostering a culture of continuous improvement.
9. Ensure effective arrangements are in place to document the approach to data management and to provide appropriate induction and ongoing development to RIO staff and other users in deployment of RIO systems.
10. Maintain strong relations with external software suppliers, providing support and guidance to specialist Teams and other stakeholders within the University.
11. Maintain professional networks which contribute to effective benchmarking of the University's approach to RIO systems and data across the HEI sector and identify areas of opportunity for further development.
12. To undertake any other duties which may reasonably be required by the Research and Innovation Office senior leadership team that are commensurate with the nature and grade of the post.
13. To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation Office.

This role may require some flexibility in working hours.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy and Procedures.

All staff should hold a duty and commitment to observing the University's Equality and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reporting to the Head of Research and Innovation Operations, based within the Research and Innovation Office.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/ Presentation (incorporated in the interview stage)
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Understanding of the national and international research and innovation environment	1,2,3
	Experience of managing the deployment of large databases and other digital systems in a multi-faceted business environment for the effective delivery of operational processes and complex reporting, ideally in a research and innovation context	1,3
	Experience of liaising with external organisations to maintain strong relationships	1,3
	Experience of technical writing/ report writing / or similar documentation to a high specification	1,3
	Experience of leading teams to deliver successful outcomes, both with and without direct line management responsibility for team members	1, 2, 3
	Experience of staff management	1, 3
Skills and abilities	Effective communication skills: verbal and written, including report/proposal writing and editing skills and ability to communicate with people in all parts of the organisation and build strong relationships	1,2,3
	A high level of analytical and problem solving skills with the ability to interpret and disseminate information from complex documents	1,2,3
	Advanced data analysis and management skills	1, 3
	The ability to manage projects against and agreed timelines and to meet objectives	1,3
	The ability to understand and manage budgets and related data sets	1,3
	Proven capacity to work on own initiative, flexibly, independently and as part of a team	1,3
	Ability to prioritise workload, work to deadlines, and use own initiative	1,3
	A high level of digital skills including familiarity with networked databases, competency in desktop applications (e.g. MS Word, Excel, Powerpoint, Outlook, Teams) and a willingness to learn new systems	1,2,3
Training	Willingness to undertake training as appropriate	1,3
Qualifications	An honours degree or equivalent experience	1
Other	Knowledge of equal opportunities and an understanding of diversity in the workplace, and a commitment to observing the University's Equal Opportunities Policy and other relevant policies at all times	1,3
	Willingness to travel occasionally where appropriate	1,3

	Willingness to work outside normal office hours occasionally to meet the demands of the job	1,3
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Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a senior data management role	1,3
	Experience of liaising with software suppliers and managing software implementation in a complex business environment	1,3
	Experience of working in higher education	1,3
Skills and abilities	An understanding of and an empathy with the research and innovation environment of the University and its significance for the University, its Schools' individual researchers, students and the wider community	1,3
Qualifications	A degree including relevant content (such as information management, service design, or systems thinking) Postgraduate qualification or equivalent experience relevant to the role	1,3

Conditions of Service

The position is full time and open ended. Requests for Job share and part time working may be considered in exceptional circumstances. Salary will be on Management and Specialist Grade MA7, £44,414 to £52,841 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>