Data and Systems Project Officer
Job Ref: REQ230600

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 6 (subject to job evaluation)

Job Purpose
The Data and Systems Project Officer will play a key role in the updating, development and continuous improvement of the University's approach to data and systems across all aspects of the Research and Innovation Office service, working closely with the Office's Data and Systems Manager other RIO team members, service users, IT Services and a wide range of other internal and external stakeholders.

The postholder may also contribute to external data returns activity and respond to ad hoc data requests.

The role will evolve over time as project work is completed, institutional strategy develops or as specific needs are identified by the Research and Innovation senior management team. The duties below therefore represent initial expectations.

Job Duties

1. In collaboration with the RIO Data and Systems Manager, IT Services and a wide range of stakeholders, including colleagues in RIO Teams and academic Schools, to support project work to deliver innovative

and sector leading data provision and systems for the lifecycle of management and reporting on research and innovation activity across the University.

2. To contribute to individual Research and Innovation data and systems projects and related work, such as process review, requirements gathering and specification, user acceptance testing, producing training materials, and communicating with users.

3. To manage stakeholders' contributions to process review, requirements gathering and specification, and user acceptance testing.

4. Support the overall governance of the University's programme of projects and activity to enhance the use of data and systems underpinning delivery of the Research and Innovation strategic plan, working with senior staff across the University to establish boards and project teams, plan agendas, ensure follow up action and effective communication of progress to relevant stakeholders.

5. Contribute to the development of documentation and training materials to support initial and ongoing good practice by all users of RIO data and systems.

6. In collaboration with the Data and Systems Manager and other stakeholders, contribute to the development of a range of data reporting activity, including addressing data quality issues working with other RIO Teams, academic Schools and other Professional Services to establish a culture of consistency and accuracy across all processes.

7. Receive, and with guidance from the RIO Data and Systems Manager, co-ordinate action on requests from RIO team members for enhancements to systems and/or approaches to data management.

8. To act as the Research and Innovation Office's initial point of contact with IT Services and to liaise with users on general systems matters, e.g. co-ordinating planned system downtime, arrangements for system upgrades etc.

9. Utilise knowledge and expertise to contribute to response to ad hoc data requests, particularly where these cross different RIO systems.

10. To undertake any other duties which may reasonably be required by the RIO Data and Systems Manager that are commensurate with the nature and grade of the post.

3. To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation Office.

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 Information Security.

Organisational Responsibility

Reports to the Data and Systems Manager, 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/Assessment Centre/Presentation
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of improving processes and services through the application and enhancement of IT/digital systems	1,3
	Experience of data manipulation and data analysis	1,2,3
	Experience of using corporate systems/networked databases	1,3
Skills and abilities	Strong analytical thinking and problem-solving skills	1,2,3
	Excellent interpersonal, communication and negotiation skills (both written and oral) and the ability to work with colleagues from a wide variety of backgrounds with different perspectives	1,2,3
	An strong interest in the application of digital systems to the improvement of processes and user experience	1,2,3
	Proven ability to be proactive and use own initiative	1,3
	Excellent organisational and time management skills	1,3
	A flexible approach, including the ability to manage own workload and work well under pressure and within a team environment	1,3
	Strong attention to detail and a high level of numeracy	1,2,3
	Comprehensive knowledge of relevant desktop software, including spreadsheet, email/calendar management and word processing packages	1,2,3
Training	Be committed to, and actively participate in, a programme of continuing personal and professional development.	1,3
Qualifications	Strong educational background including at least a second-class honours degree (or equivalent), or relevant work experience at an equivalent level	1
	Minimum grade C or 4 in GCSE English and Maths, or equivalent	1
Other	Commitment to observing the University's Equal Opportunities Policy at all times	1,3
	Empathy with the aims and objectives of the University	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of research and innovation business processes, ideally within the higher education sector	1,3
	Experience of formal data reporting for internal and external purposes	1,3
	Project management experience	1,3
Skills and abilities	Good understanding of MS Office 365 tools (e.g. Teams, OneDrive, Forms, Lists, Planner)	1,3

| Qualifications | A degree including relevant content (such as information management, service design, or systems thinking) | 1 |

Conditions of Service

The position is FULL TIME 1FTE and OPEN-ENDED. Salary will be on Grade 6, £33,348 to £43,155 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, details of which can be found here: https://www.lboro.ac.uk/services/hr/conditions-of-service/grade6andabove/.

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 https://www.lboro.ac.uk/services/hr/leave-absence/family-leave/.

We also offer an on-campus nursery with a salary sacrifice scheme (further details are available at: https://www.lboro.ac.uk/services/hr/benefits/family/).

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/