

JOB DESCRIPTION

Vacancy Ref: A864

Job Title: Research Data and Repository Manager	Present Grade: 7
Department/College: Library	
Directly responsible to: Head of Digital Innovation	
Supervisory responsibility for: n/a	
<p>Other contacts</p> <p>Internal: RDM Steering Group ISS, RSO, Secretariat and Library staff, including developers, metadata and discovery experts Researcher teams, PIs and individual researchers OED</p> <p>External: Comparable roles in other HEIs RCUK and JISC Contacts at national and international data and research repositories</p>	
<p>Job purpose: To enable active lifecycle curation and re-use of digital assets (including objects, datasets and artefacts) 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 • Develop and refine the current institutional repository to cater for future research demands and evolving standards, and perform occasional administration and maintenance tasks. • Offer an RDM advisory service to researchers on good practices 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 writing of data management plans 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 and Digital Asset Management System. • Provide guidance to manage and enable discovery of digital assets and associated metadata in discovery tools, catalogues, archives and repositories, advising on the use of metadata schemas and discipline-based ontologies • With ISS, plan for and arrange solutions for digital asset preservation to ensure that data and other digital assets remain accessible, understandable and ready for re-use throughout their useful life • Develop advice on version control and tracking, formats, secure storage and access, and on receipt, processing and cataloguing requirements for datasets and other digital assets • For local archives, checking and cleaning digital assets 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 development of support for their research data management needs

- **Provide tailored research data management and institutional repository awareness and training opportunities to researchers as part of the established Staff Development Programme; participate in researcher development planning and implementation**
- **Monitor developments in data standards and best practice and act as the University's key liaison with national and international data organizations**
- **Maintain close engagement with related scholarly communications issues including copyright and open access**
- **Any other duties appropriate to the grading of the post**

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