

PERSON SPECIFICATION
Research data and repository manager
REF: A864

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview *
Good degree and relevant postgraduate qualification	Essential	Application Form
Demonstrable knowledge of data management issues and technical challenges related to use and archiving of digital and other datasets, including an understanding of legislative requirements on data protection, information governance, copyright and IP and licensing	Essential	Supporting Statements / Interview
Familiarity with one or more institutional repository solutions (e.g. EPrints, DSpace, Fedora, Hydra) and relevant concepts, library databases, bibliographic metadata and common metadata standards (especially XML, DC, CERIF and DataCite) and DOIs.	Essential	Supporting Statements / Interview
Excellent analytical, organizational, management and numeric skills, a logical and systematic approach and scrupulous attention to detail. Demonstrated record of designing and improving processes and delivering projects on time.	Essential	Supporting Statements / Interview
Strong oral and written communication skills, interpersonal and team abilities, with a record of working collegially within and across organisations, and with varied users groups in a rapidly changing team environment	Essential	Supporting Statements / Interview
Knowledge of research processes and experience in a research or academic information environment	Desirable	Application Form / Interview
Detailed awareness of standards and codes of conduct including those of funders and professional bodies	Desirable	Supporting Statements / Interview
Familiarity with digitisation processes and good practices, and interest in digital curation	Desirable	Interview
Familiarity with Semantic Web and Linked Open Data concepts and understanding of database technologies (e.g. SQL)	Desirable	Interview
Strong service orientation	Desirable	Interview
Drive, determination and an agile approach: the ability to work independently, multi-task and work under pressure	Desirable	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests or presentation etc.