Job title	Data Science and Digital Skills Delivery Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Research & Innovation – Researcher Academy	Location	University Park – Highfield House, with some hybrid working possible.

Purpose of role

You will have responsibility for leading a new programme of work to develop the Researcher Academy's training and development provision in data science and digital skills. This will support researchers working across a breadth of disciplines and will rolled out in stages during the 2023/4 academic year. You will need excellent project management skills and the ability to facilitate collaborative working across a range of key stakeholder groups including Faculties, Schools and Professional Services. You will need to consider the needs of a diverse researcher community and be responsible for helping to foster an inclusive and strong researcher community and culture.

The role sits within the Researcher Academy's Researcher Training & Development team and reports to the Head of Researcher Development.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Programme Leadership and Management** ▪ Lead, plan and implement a programme of work to foster and support the development of high level digital and data science skills training amongst the university's researcher community particularly postgraduate researchers and research staff. ▪ Work with key stakeholders to develop the scope of work and agree and prioritise workpackages and deliverables. ▪ Design and deliver high quality training and development, including online and blended provision, managing the development of content within your own field of expertise and commissioning input from specialist contributors. ▪ Provide technical and pedagogical advice and support to ensure quality and consistency in deliverables and that the provision is appropriate for the researcher audience. ▪ Pilot and review the effectiveness of the provision with target audiences and revise and update in light of feedback. ▪ Provide analysis and prepare and recommendations to inform future developments. ▪ Ensure equality, diversity, and inclusion is embedded in all aspects of the role. Undertake and regularly review equality impact assessments to ensure that provision does not exclude or marginalise researchers.	50%

2	**Build and manage stakeholder relationships** ▪ Build strong and effective collaborative relationships with the research leaders, postgraduate and doctoral training programme directors and interdisciplinary research leads to ensure that activities and initiatives meet the needs of the community and are informed by priorities, resource availability and stakeholder feedback. ▪ Engage researchers through approaches that foster supportive interdisciplinary and transdisciplinary networks and promote a strong researcher community and culture. ▪ Collaborate with colleagues and other professional services to ensure that activities are integrated with institutional and sector developments and are delivered in a coordinated manner. ▪ Act as the Researcher Academy representative for designated committees, doctoral training programmes and researcher networks providing specialist advice and guidance to inform their strategic development and operational implementation. ▪ Contribute to specific projects and working groups taking responsibility for leading and managing these as appropriate. ▪ Work with the Researcher Academy Communications team to create a communication strategy to ensure all stakeholders are actively engaged with the provision.	30%
3	**Other Responsibilities** ▪ Undertake professional development to ensure the continual updating of skills and knowledge. ▪ Integrate activity and work closely with the wider member so the Researcher Academy and its training team to ensure consistent and effective delivery and approaches. Lead and contribute to matrix teams to address projects that straddle aligned Researcher Academy and Research and Innovation priorities. ▪ Represent the Researcher Academy on relevant committees, working groups and internal and external networks. ▪ Contribute to the development and delivery of the Researcher Academy's key performance indicators.	20%

Person specification

	Essential	Desirable
Skills	▪ High level of proficiency in a range of digital skills and/or data science. ▪ Excellent training and presentation skills with the ability to lead and facilitate training courses in both face to face and online environments. ▪ Skills in relationship building and management including the ability to influence and work effectively with a wide range of stakeholders. ▪ Good project management skills and ability to manage multiple projects simultaneously, resolve problems and ensure optimal use of time and resources. ▪ High-level oral and written skills with the ability to communicate effectively and adapt communication style to suit different stakeholders and audiences. ▪ Excellent numeracy and IT skills including ability to evaluate and analyse, quantitative data. ▪ Ability to lead and work constructively and collaboratively as part of a team. ▪ Ability to think creatively and strategically. ▪ Ability to analyse, interpret, present and report on data to a variety of audiences.	

| **Knowledge and experience** | Knowledge of the digital skills and data science experience of researchers. Knowledge of pedagogic theory and experience of designing and developing teaching or training resources. Experience of designing, delivering and facilitating training programmes and events in consultation with relevant user groups. A good understanding of the issues, trends, opportunities and challenges of researcher development in higher education. Experience of leading/motivating and project teams. Experience of evaluating projects or programmes and considering the needs of multiple stakeholders. Experience of leading beyond authority and garnering input and contributions from those outside of direct reporting structure. Knowledge of equality, diversity and inclusion and the issues that need to be considered in a training and development environment. | Experience in delivering digital skills or data science training. Knowledge of relevant national policy frameworks, legislation and regulations addressing research training and career development, and their impact in practice. Line management experience. Experience of interdisciplinary or transdisciplinary research. |

Qualifications, certification and training	▪ A first degree from a relevant discipline or extensive relevant professional experience.	▪ Postgraduate qualification, or considerable experience, involving the demonstration of data science or digital research capabilities. ▪ Fellowship of the HE Academy or comparable professional teaching and/or training qualification.

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

Line manager
Head of Researcher Training & Development

Role holder
Data Science and Digital Skills Delivery Manager

Key stakeholder relationships
Colleagues | Research Staff and Managers