Job title	Research Systems & Data Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Research & Innovation	Location	Jubilee Campus

Purpose of role

The Research Systems and Data Manager plays a key role in the management and development of our research management systems, most notably our Research Information System (RIS) which provides end to end support for our research lifecycle and underpins the delivery of our strategic research aspirations: including project costings and approvals, the set up and maintenance of awards, academic profiles, impact, outputs and REF preparations.

Working in the Research Systems and Business Improvement (RSBI) team, this role includes the day to day management of 2 Research Systems and Data Officers to ensure the integrity of the research information held in RIS, robust reporting information and the effective transfer and recording of accurate research data within other university IT systems and external websites.

As well as supporting the development of the RIS Roadmap, ensuring close collaboration and effective business partnering arrangements are in place with core suppliers, our Digital Technology Services, IT delivery partners, Faculty and Professional Services teams and RIS users is key to the delivery of these ambitions – including the timely resolution of any data integrity, system access or information processing issues.

In addition, a key part of this role involves benefits realisation: managing systems to ensure that they are configured to enable our research activities, pro-actively support academics as well as other core system users, are an integral part of our core RKE processes and can be adapted to support future strategic requirements and business needs. In parallel to this, the role holder will play a pivotal role in developing and maintaining research data assets to support performance management and business planning as well as ensuring date integrity and compliance with statutory requirements.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**RIS Roadmap** • Working closely with all key stakeholders, oversee the development and implementation of the RIS roadmap; ensuring user requirements and future	20%

	business needs are embedded within the technical planning for the RIS system, its configuration and the roll out of new modules and functionality.	
	• Develop excellent relationships with internal business units to ensure effective cross-team collaboration and clarity over roles and responsibilities.	
	• Develop effective working relationships with key external suppliers, and other HEI system users to help influence and inform future system developments.	
	• Develop and refine core processes and system workflows to optimise the user experience, working closely with key stakeholders to ensure full benefits' realisation from the RIS system and other related systems.	
	• Manage the roll-out of new RIS modules / developments ensuring that staff are made aware of changes and that appropriate training and support is in place whenever new initiatives, data or configuration changes are introduced.	
2	**Research Data Management** • Oversee relevant data assets, ensuring they are managed and controlled in line with University and statutory requirements, and clearly define research data which is outside of R&I's responsibility. • Working closely with the University's information governance team, develop and implement appropriate data management policies and processes, ensuring appropriate data protection impact assessments are carried out to mitigate risk arising from the implementation of new modules or configuration changes. • Ensure that data is appropriately archived / deleted in accordance with the agreed RIS Record Retention and Archiving policy. • Undertake periodic data integrity and housekeeping checks to ensure that robust and timely information is held in RIS to underpin research reporting and MI initiatives, liaising with other research support teams as necessary to ensure that corrective action is taken. • Working across R&I, support the development of new data systems and assets, ensuring alignment with existing systems/datasets to support the delivery of the research and knowledge exchange strategic delivery plans. • Working closely with other key stakeholders, develop detailed RACIs to support effective data management and the implementation of data management plans and processes. • Ensure that appropriate and system wide User Acceptance Testing (UAT) is carried out in preparation for the implementation of system configuration or integration changes to LIVE environments. • Carry out core system data analysis including monitoring system usage and performance - escalating issues within the team and to other parties as appropriate.	20%

	• Investigate and resolve complex system queries or integration issues raised by the research community.	
3	**Research Systems Configuration and Management** • Working with external suppliers and Digital Technology Services, regularly evaluate the RIS system configuration against business needs and processes, identifying areas for optimization. • Develop and implement an internal taxonomy to clarify system permissions, access levels and system roles to enable appropriate permissions to be allocated to staff and to ensure processes and workflows are optimised wherever possible. • Ensure that appropriate data quality and core field checks are in place to support the automated / manual set up of new awards within the Agresso and Oracle Fusion (Unicore) systems as appropriate, ensuring that awards are appropriately set up with relevant funders / lead partners, DI / DA costs and FEC reductions and that all relevant parties are informed when new project codes are generated. • Undertake core data and field validation checks prior to the initiation of any system integration workflows to ensure that RIS is the "source of authority" for new awards and project management changes - with the university's finance system(s) being the source of truth for all external financial reporting. • Ensure the maintenance and on-going development of key data sets and system configurations in RIS and Oracle Fusion to ensure that research income is optimised and reported in a timely way. • Undertake core IT system reconciliations including monitoring successful data transfers, identifying exceptions / errors and working with partners and colleagues in other teams as appropriate to resolve any data discrepancies in a timely way which impact on corporate reporting and information displayed on external websites.	30%
4	**Communities of Best Practice** • Develop and manage the University's RIS community of best practice, providing a forum for sharing knowledge, lessons learnt, identifying issues and risks as well as opportunities for optimising the system and improving workflows and processes. • Develop effective data housekeeping and management controls and processes; ensuring this is embedded as business as usual and all staff take collective responsibility for data management. • Implement a regular RIS Training Programme, which appropriately reflects different user needs.	15%
5	**Contributing to broader team and departmental objectives**	15%

- Line manage relevant members of staff including responding to queries, providing training, priority setting and undertaking appraisal and performance development activities.

- Working with the Head of Research Systems and Business Improvement, keep abreast of technology developments and solutions in the market to support effective research management.

- Identify gaps in data assets and opportunities for new system interfaces to support the automation and/or improvement in data curation, management and reporting and avoiding duplication in current reporting practices.

- Work closely with other R&I teams to keep abreast of changes to the landscape which may influence and inform future direction and delivery of the research strategic delivery plan.

- Actively support the R&I Culture & People Plan and R&I's responsibilities in relation to EDI.

- Lead matrix teams to address projects that straddle different R&I functions.

Person specification

	Essential	**Desirable**
Skills	- Operational management, strategic and business planning skills. - High degree of initiative, responsibility and self-motivation. - Well-organised thinker and worker, possessing analytical and problem solving skills. - Ability to define priorities and to work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines. - Excellent inter-personal and communication skills. - Excellent presentation skills and a proven ability to communicate complex concepts to a range of audiences. - Ability to handle sensitive and confidential issues and manage conflict effectively. - Financial awareness and financial management expertise. - Ability to demonstrate an understanding of diversity and inclusion in the context of the role.	
Knowledge and experience	- Experience of implementing new systems/technologies or business improvement projects / programmes. - Demonstrable experience of optimising processes and workflows to improve user experience and increase business benefits. - A good understanding of the research project lifecycle and the key outputs. - Experience of the set-up and management of new research awards. - A thorough understanding of the academic research environment.	- Worktribe or other Research Management System knowledge and experience. - Agresso / Oracle Fusion knowledge and experience

	▪ Demonstrable experience of research management and the development of relevant policies and processes. ▪ Stakeholder and staff management experience.	
Qualifications, certification and training (relevant to role)	• Educated to degree level or equivalent.	Training experience

The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

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 Research Systems & Business Improvement

Role holder

> **Research Systems & Data Manager**

Key stakeholder relationships

> Research Community
>
> Direct reports & R&I Teams
>
> Professional Services teams