



<b>Job title</b>	Strategic Information and Research Officer	<b>Job family and level</b>	Administrative, Professional and Managerial Level 3
<b>School/ Department</b>	Faculty of Engineering	<b>Location</b>	Jubilee Campus

## Purpose of role

The purpose of the role is to provide, manage and coordinate administration to the PEMC research group across a range of activities and support with strategic advice to the Professor of Electrical Machines, team colleagues and the senior faculty management team.

The role holder will collate, organise, analyse and interpret a range of research-related data and metrics from a number of sources to support delivery of our strategy within the Faculty of Engineering. They will also be responsible for producing regular reports and data to support projects, Professor of Electrical Machines and key partners and will also lead on clearly defined smaller initiatives or work streams within larger projects.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Providing Strategic information</b></p> <ul style="list-style-type: none"> <li>▪ Acquiring and reporting on information from the Research Information System (RIS) to meet stakeholder's needs and where appropriate blending this information with data from various sources.</li> <li>▪ Support in the information handling and analysis from RIS and Agresso for the Senior Management Team.</li> <li>▪ Assisting with the production and, where relevant, analysis of reports, including the compiling of complex paperwork from individual contributing to initiatives. Identify gaps or shortfalls in information and search for sources of information to fill these as well as following up on action points.</li> <li>▪ Providing relevant context and trend analyses for the information secured from RIS, Agresso, SciVal and acquiring data from numerous external sources.</li> <li>▪ Produce ad-hoc reports and data sets to support the research group.</li> </ul>	40%
2	<p><b>Management and maintenance of information and data infrastructure</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate and assist in the management and maintenance of key data sets secured from RIS and Agresso.</li> <li>▪ Assist in maintaining the team's SharePoint site providing the latest key information to senior management and key partners.</li> </ul>	20%

	<ul style="list-style-type: none"> <li>▪ Coordinate regular data and information cleansing to ensure data compliance.</li> <li>▪ Support the team in managing information security and data protection.</li> </ul>	
3	<p><b>Project information reporting, research and support for key faculty projects</b></p> <ul style="list-style-type: none"> <li>▪ Working in partnership with faculty project leads including research academic staff and support staff providing regular information and reports.</li> <li>▪ Proactive production of management reports on progress, issues and risks, including gathering of relevant material from individuals contributing to initiatives.</li> <li>▪ Coordinate work streams or components of large projects under the direction of the Professor of Electrical Machines.</li> <li>▪ Supporting with the analysis and presentation of strategic and operational information to key partners across the faculty.</li> <li>▪ Respond to requests for documentation, taking into account appropriate access rights and issues of confidentiality.</li> <li>▪ Communicate and build working relationships with key contacts from other teams and departments to support the project activities.</li> <li>▪ Research competitor activity in relevant projects/activity.</li> <li>▪ Develop processes and/or systems to assist with the co-ordination of strategic information, data and specialist support.</li> </ul>	30%
4	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>▪ Assisting academics in preparing presentations.</li> <li>▪ Other comparable duties that may reasonably be required.</li> </ul>	10%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Excellent IT skills with intermediate/advanced level capabilities in MS Outlook and Word and PowerPoint</li> <li>▪ Excellent Excel and/or data manipulation skills.</li> <li>▪ Numerate including being able to reconcile multiple data sets, carry out data validation/verification.</li> <li>▪ Excellent attention to detail and ability to identify key issues in complex information.</li> <li>▪ Methodical, ordered and highly proactive approach to work.</li> <li>▪ Ability to prioritise and manage own workload and work with minimum supervision.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Microsoft Teams and SharePoint</li> <li>▪ Analytical report writing</li> <li>▪ Facilitation skills</li> <li>▪ Influencing and negotiation skills</li> <li>▪ Presentation skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a busy environment where several tasks need to be undertaken simultaneously.</li> <li>▪ Experience of developing strong working relationships within a diverse team.</li> <li>▪ Experience of data manipulation and presentation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in Higher Education.</li> <li>▪ Experience in a data processing or analytical role.</li> <li>▪ Knowledge or experience of handling sensitive data and an understanding of Data Protection legislation.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Relevant experience in data management, analysis and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Educated to degree level, or equivalent in a relevant subject.</li> </ul>



## 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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others



