



Job title	Research Systems & Data Officer	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Research & Innovation	Location	Professional Services Hubs, University of Nottingham

Purpose of role

As one of two Research Systems and Data Officers you will play a key role in the maintenance and development of our research management systems, most notably our Research Information System (RIS) and related systems, 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.

Within the Research Systems and Business Improvement team a key part of this role will involve the resolution of issues involving system access, user permissions and data integrity - including working with colleagues and partners in supporting our new Unicore system to ensure the accurate set up and effective transfer of research data between the university's core IT systems and relevant websites.

The role holder will also provide support, training and advice to system users and support the delivery of the RIS Roadmap and agreed business change initiatives, ensuring appropriate stakeholder engagement, data quality, user testing, and appropriate liaison with colleagues in our Digital Technology Services and Professional Services areas.

In addition, a key focus for this role will be on benefits realisation: ensuring that our research systems are configured to support and enable research activity, are an integral part of our core processes and can be adapted to support future requirements. In parallel to this, the role holder will also play a pivotal role in maintaining and utilising core research data assets to support performance management, reporting and business planning; ensuring data integrity and compliance with university policies and statutory requirements.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>RIS Roadmap</p> <ul style="list-style-type: none"> Under the direction of the Research Data and Systems manager and working closely with key stakeholders, to progress the implementation of the RIS roadmap; ensuring that user requirements and future business needs are 	15%

	<p>reflected in the set up and configuration of the RIS system and the roll out of new modules and functionality.</p> <ul style="list-style-type: none"> • Develop excellent relationships with internal business units to ensure effective cross team collaborations ensuring clarity over roles and responsibilities for the provision of effective user support and the resolution of cross system issues. • Refine key processes and system workflows to optimise the user experience, working closely with key stakeholders to ensure full benefits realisation from RIS and other related systems. • Support 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	<p>Research Data Management</p> <ul style="list-style-type: none"> • Ensure that relevant research data assets are managed and controlled in line with University's and statutory requirements. • Undertake periodic record retention reviews ensuring that data is appropriately archived / deleted in accordance with the agreed RIS Record Retention and Archiving policy. • Undertake monthly 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 closely with the University's information governance team, implement appropriate data management processes, ensuring appropriate testing and impact assessments are carried out to mitigate risks arising from the implementation of new modules or configuration changes. • 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, contribute to the development of detailed RACIs to support effective data management and the implementation of data management plans and processes. • Carry out robust system wide User Acceptance Testing (UAT) in preparation for the implementation of system configuration or integration changes to LIVE environments. • Undertake appropriate fortnightly patch release tests and communicate changes to system users in advance of updates to the LIVE environment. • Carry out core system data analysis including monitoring system usage and performance - escalating issues within the team and to other parties as appropriate. 	30%

3	<p>Research Systems Configuration and Management</p> <ul style="list-style-type: none"> • Carry out data quality checks to support the set up of new awards within Agresso and Oracle Fusion 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. • Ensure that the award data held in RIS and Agresso is fully aligned and that any anomalies are addressed in a timely way to support the delivery of the University’s digital core programme and switch on of the Oracle Fusion system. • 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. • Undertake core IT system reconciliations including monitoring successful data transfers, identifying exceptions / errors and working with colleagues in other teams as appropriate to resolve any data discrepancies. • Support the maintenance and development of core data sets and system configurations in RIS and Oracle Fusion. • Assist with the set-up of RIS user accounts and changes to user permissions ensuring that user access levels and permissions are appropriate for staff roles, all necessary approvals are secured before any changes are made and that system support processes and workflows are optimised, wherever possible. • Respond to customer requests to link staff and / or other data assets to appropriate records in RIS to ensure appropriate linkages are made within the system. • Provide support to system users to run advanced RIS searches and produce and disseminate as appropriate shared reports for users to avoid duplication. • Assist with the specification and generation of cross modular RIS MI reports and undertake data analysis using excel pivot tables and other tools to underpin business process reviews, monthly KPIs, trend analysis and key stakeholder reports. • In conjunction with colleagues in other teams support the on-going development and delivery of a multi-faceted RIS Training Programme, which appropriately reflects different user needs. 	30%
4	<p>Communities of best practice</p> <ul style="list-style-type: none"> • Support the development and management of relevant University communities of best practice, sharing knowledge, lessons learnt, identifying issues and risks but also opportunities for optimising RIS and other related research systems and improving workflows and business processes. 	15%

	<ul style="list-style-type: none"> • Develop effective data housekeeping and management controls and processes; ensuring this is embedded as business as usual and that all staff take collective responsibility for data management 	
5	<p>Contributing to broader team and departmental objectives</p> <ul style="list-style-type: none"> • Working with the Research Systems and Data Manager keep abreast of technology developments to support effective research management. • Identify opportunities for new system developments and configuration changes which support the automation and/or improvement in data curation, management and reporting to avoid any duplication in current reporting practices or procedures. • 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 • Contribute to matrix teams to address projects that straddle different R&I functions 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ High degree of initiative, responsibility and self-motivation ▪ Well-organised thinker and worker with proven 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 ▪ Good presentation skills and a proven ability to communicate complex concepts to a range of audiences. ▪ Attention to detail with a high level of accuracy. ▪ Ability to handle sensitive and confidential issues and to manage conflict effectively. ▪ Ability to work in a team environment supporting other colleagues, system users by sharing knowledge, experience and expertise. ▪ Ability to demonstrate an understanding of diversity and inclusion in the context of the role 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of supporting systems/technologies or business improvement projects to improve the user experience and deliver business benefits. ▪ Good financial management awareness and financial system's knowledge and experience. ▪ Proven experience of implementing new or improved administrative procedures and providing user guidance. ▪ Demonstrable experience of optimising processes and workflows to improve the user experience and / or increase the business benefit. 	<p>Worktribe or other Research Management System knowledge and experience.</p> <p>Agresso / Oracle Fusion knowledge and experience</p>

	<ul style="list-style-type: none"> ▪ A good understanding of the research project lifecycle and the key outputs ▪ A good understanding of the academic research environment ▪ Data analysis, reconciliation and reporting experience with the ability to identify and highlight any anomalies or key trends. ▪ Experience of the set-up and management of new research awards. ▪ Demonstrable experience of research management and the development of relevant policies and processes 	
<p>Qualifications, certification and training (relevant to role)</p>	<p>Educated to degree or equivalent level and / or relevant work experience.</p>	<p>Relevant user training experience</p>



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

