UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Data Manager, School of Food Science and Nutrition

Salary: Grade 7 (£33,797 – £40,322 p.a.)

Reference: ENVFS1006

We will consider job share / flexible working arrangements

Data Manager
School of Food Science and Nutrition, Faculty of Environment

Do you have a high level of technical skill in managing data? Do you have an established background in creating databases, data protection and storage? Do you want to play a key role in the successful management and development of advanced, complex multi-level databases for teaching and research?

The School of Food Science and Nutrition (FSN) is currently undergoing a period of expansion, and we are looking for a Data Manager to manage and control all aspects of the School's extensive data sets. You will control the creation, storage and maintenance of these extensive data sets, working collaboratively with researchers to solve problems and develop new approaches to challenges within dietary research and epidemiology. As well as producing complex extracts and reports for internal and external use, you will also train and supervise students at both undergraduate and postgraduate level in databases, data protection and storage.

As an experienced Data Manager, you will contribute an expert opinion to the development of grant proposals to research councils, paying particular attention to the creation of Data Management Plan statements. As well as developing new complex, inter-relational databases for the School's studies and research, you will oversee the UK Women's Cohort Study database and will use your extensive knowledge to incorporate new data sources into this database, implementing changes and improving data validation algorithms. You will also take responsibility for operational planning within your own area, monitoring achievement against those plans and addressing any issues that arise, using your own initiative.

You will have a degree in Computing or a related numerate discipline with a substantial computing element, or relevant professional experience. As well as a proven ability to communicate technical information coherently and succinctly to a wide range of audiences, you will have an excellent and methodical attention to detail, and a proven track record of working independently with minimal supervision.

What does the role entail?

As a Data Manager your main duties will include:

- Shaping and determining the operation and management of FSN databases by using specialist knowledge to establish the direction and delivery of databases, in accordance with the objectives of each research group, and planning research staff schedules to meet deadlines as part of the Study Management Team;

- Developing, designing and maintaining new advanced, complex, multilevel databases for teaching, study and research which are suitable for multiple users, and maintaining and managing existing school databases, liaising with the Research Data Leeds Repository Management Team, the Leeds Institute of Data Analytics (LIDA) and Faculty IT support when required;

- Processing, creating and analysing complex relational data for the School's research studies, supporting researchers as required;

- Establishing and chairing the School Data Management Committee, and working collaboratively with other committees outside of the School such as LIDA, with the potential to represent the School nationally in regards to data and data management;

- Developing and modifying new and existing algorithms to extract data for specific reports and funded research projects;

- Undertaking quality control to ensure the databases, software and network connections are operational, including backup and recovery, and that they conform to legal requirements at all times, ensuring strict compliance with GDPR;

- Presenting and explaining complex data coherently and succinctly to a wide variety of audiences, including external funders, both verbally in research group seminars and as co-author of academic publications;

- Creating complex strategic documentation to support databases and change management recording systems to direct how staff and students handle varied levels of complex data, as well as leading the development and implementation of Data Management Plans for grant proposals;

- Communicating technical knowledge and advice to non-technical members of University staff, including leading formal training sessions for staff and students around data elements and software;

- Monitoring systems, updating software where necessary and using initiative and knowledge to recommend suitable upgrades or system changes, in order

to meet project needs; and monitoring data security, ensuring that there is an up-to-date security policy in place which changes with technological advances;

- Providing programming support to output statistics on data received, together with validation reports;
- Interrogating databases to answer information requests from internal users and outside organisations, including external funders, enabling the sharing of data in accordance with the requirements of the project funders and users, and creating data links with external organisations such as Public Health England and NHS Digital.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Data Manager you will have:
- A degree in Computing or a related numerate discipline with a substantial computing element, or relevant professional experience;
- Extensive experience of managing and querying complex databases with the ability to write complex procedures and queries;
- Experience of producing high quality reports from complex databases;
- Experience of creating data compliant with GDPR or similar Data Protection regulations;
- Extensive experience of working with Microsoft Access or a similar Relational Database Management System (RDBMS);
- Extensive experience in utilising the full Microsoft Office package including programming in VBA;
- Experience of data/database documentation and change management;
- Experience of web-based application development/databases interfaces (such as HTML, CSS, JavaScript/VBScript, ASP.NET);
- A proven ability to communicate effectively with IT professionals and a wide range of other stakeholders;
- Excellent time management skills, with the ability to work to tight deadlines with an high level of attention to detail;
- The ability to work both as a member of a team and independently, with a high level of self-motivation.

You may also have:
- Significant experience of managing and/or curating data as part of research projects or within a research intensive environment;
- Experience of working in an academic research environment;
- Strong knowledge of statistical methods relevant to the analysis of research data;
- Experience with manipulating and reporting on large datasets for e.g. clinical or similar data;
- Knowledge of medical terminology and coding associated with common clinical datasets (e.g. HES, ICD, OPCS).

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Alan Mackie, Head of the School of Food Science and Nutrition
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Email: a.r.mackie@leeds.ac.uk

Dr Bernadette Moore, Associate Professor of Obesity
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Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

A diverse workforce

The Faculty of Environment is proud to have been awarded the [Athena SWAN Silver Award](#) from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk.](mailto:disclosure@leeds.ac.uk)

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations on our [Criminal Records](#) information page.