UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Data Officer, Leeds University Business School



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

Reference: LUBSC1534

We will consider job share and flexible working arrangements

Research Data Officer
Faculty Research Data Centre
Leeds University Business School

Would you like to join a newly established Faculty Research Data Centre? Do you have experience of creating and maintaining a comprehensive database catalogue?

You will work closely with the Data Centre leadership team, , reporting to the Pro Dean for Research and Innovation, and line managed by the Data Centre Manager/Statistician, you will support the implementation and further development of our Faculty data centre and the services that it provides to our staff and students.

As Research Data Officer you will have demonstrative ability to contribute to research design and data analysis of publishable research papers at 3/4* level. You will have a BSc with major mathematical and/or statistical component and a PhD, or be close to completion, in a relevant area of study. You will have excellent communication and interpersonal skills and the ability to liaise effectively with a wide range of people.

What does the role entail?

As a Research Data Officer your main duties will include:

- Creating and maintaining a comprehensive database catalogue that contains information on purchased databases and free databases that are relevant to research priorities and research and teaching needs of the faculty;
- Assisting with new database trials and purchases;
- Monitoring and analysing database usage to enhance their use in research and teaching;
- Supporting academics on the data and methodology section of funding applications;
- Providing database and technical support to researchers within the Faculty;
- Providing technical and analytical expertise, supporting and advising staff and students in relation to specific queries relating to databases and platforms, managing and visualizing data;





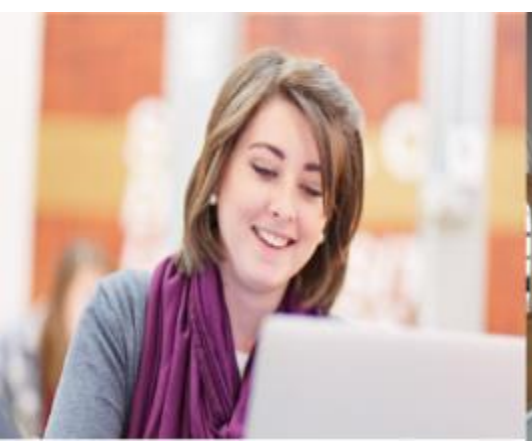
- Contributing to the design and delivery of specialist training relevant to the Faculty; contributing to undergraduate, postgraduate and teaching and training sessions;
- Supporting researchers with data collection and data management using Qualtrics;
- Promoting an open research environment and supporting staff to deposit research data in appropriate repositories.

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 Research Data Officer you will have:

- BSc with major mathematical and/or statistical component and a PhD, or be close to completion, in a relevant area of study;
- Demonstrative ability to contribute to research design and data analysis of publishable research papers at 3/4* level;
- The ability to undertake research and contribute significantly to a research programme;
- Expertise in database management, to facilitate access to databases and pro-actively supply data to support the research activities of staff and students;
- The ability to understand and maintain licensed data access;
- A willingness to take on a variety of tasks, primarily experimentally based, and a strong practical aptitude supported by good theoretical and computational skills;
- Excellent interpersonal skills, with the ability to liaise effectively with a wide range of people;
- Excellent communication skills, with experience of presenting and explaining complex information to specialist and non-specialist audiences, (for example, delivering training workshops);
- Proven capacity to work successfully both independently with minimal supervision and as well as a member of a team;
- Excellent IT skills, with ability to use MS Office (Word, Outlook, Excel) and knowledge on specialised software such as R, STATA, SPSS, or MATLAB;





- Good organisational skills with the ability to work under pressure, manage own workload and meet conflicting deadlines.

You may also have:

- Ability to deliver training that is related to databases;
- Evidence of having undertaken independent original research and contributions to a research programme;
- Previous experience at managing academic databases.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. 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 Annie Wei
Email: Y.Wei@leeds.ac.uk

Professor Mark Stuart
Email: M.A.Stuart@lubs.leeds.ac.uk

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.

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.





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, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

