CANDIDATE BRIEF

Data Services Manager
Corporate Services, IT and Leeds Institute for Data Analytics

Salary: Grade 8 (£39,992 – £47,722 p.a.)

Reference: CSUIT1166

Data Services Manager
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Would you like to become a highly skilled delivery focused development manager looking to work in Research Computing and Data Analytics? Do you have excellent IT delivery and leadership skills that can be tuned to the specialist needs of researchers? Are you interested in leading a team that maintains and develops one of the University's key research platforms?

As Data Services Manager you will have a unique opportunity to support Leeds Institute for Data Analytics (LIDA) ambitious plans to drive forward data analytics at Leeds, and be part of a global movement to ensure the effective use of data to drive research, policy development and public good initiatives.

You will develop the Data Services support and delivery function and take a lead role in continuously improving the IRC technology platform and service, enabling research on sensitive data through infrastructure, training and services for secure data handling. As Data Centre Manager you will also use your skills and experience managing a team of Software Development and Application Support staff to ensure that projects are delivered on time, to budget and provide high quality technical support.

LIDA unites research groups, data scientists and postgraduate students from disciplines across the University to create opportunities to understand health & human behaviour and tackle a wide range of social and environmental problems. LIDA also undertakes partnership-working with the private, public and charitable sectors.

LIDA was formed from two "Big Data" grants that established the MRC Bioinformatics Centre (MBC) and the ESRC Consumer Data Research Centre (CDRC) which comprise researchers from medicine, biological sciences, environmental sciences, geography, transport studies and many others. The MBC focuses on research at the interface between the clinic and high volume molecular and phenotypic data sets. The CDRC, a partnership with UCL, Liverpool and Oxford Universities, seeks to open up consumer data resources, deriving value from new sources of data to benefit business, government & society.

Big Data analytics is now recognised as a major driver of growth in academic research and in the economy at large. We have made a significant investment in client-server and high performance compute platforms with peta-scale memory, storage and an environment designed to meet stringent access and information governance requirements.

It is therefore essential that as Data Services Manager you have significant experience in research software development including substantial knowledge of the principles, methods, techniques and tools used throughout the research lifecycle.

What does the role entail?

As a Data Centre Manager your main duties will include:

- Providing strong technical leadership, supporting and guiding direct reports and managing team resources to ensure that plans deliver within agreed timescales;
- Planning and managing own, and teams, workload to meet service level agreements, deadlines and milestones as required;
- Managing the recruitment and development of team members including motivation, performance management, staff development and training;
- Ensuring delivery of quality outputs by the team that conform to agreed standards for design, development, test and release management;
- Reporting delivery issues, risks and variances to appropriate managers and working across the IT teams to minimise or mitigate these;
- Ensuring specialist design and development knowledge is built-up in support of the long-term technical strategy;
- Supporting the definition of project scoping and prioritisation and the production of development estimates to support project plans and planning, with overall accountability to the LIDA senior management team delivery against an agreed portfolio of projects;
- Developing and maintaining tools, standards and protocols for data management including data collection, linkage, anonymisation and removal of data;
- Managing research data management and responsibility for information governance, ensuring the management, security and integrity of data held in the IRC is in compliance with relevant legislation, University policy and good practice;

- Maintaining the IRC ISMS and ensure it continues to meet data protection and information security standards, including ISO27001 and NHS IG Toolkit;
- Working directly with researchers to plan and support their research projects;
- Providing leadership, expert advice and guidance relating to information governance for data held within the IRC and supporting users involved in IRC data management activities using IRC tools;
- Developing and maintaining good working relationships with internal and external stakeholders and partners including NHS, HSCIC, LTHT and commercial partners to achieve IRC objectives;
- Representing the University in an official capacity as technical lead for the IRC and promote the IRC as a leading facility for supporting data analytics;
- Ensuring compliance with the University's policies, local arrangements and relevant legislation.

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 Centre Manager you will have:
- A degree or equivalent professional qualification/experience in computer science, engineering or mathematic related subjects;
- Significant experience in research software development and application support;
- Substantial knowledge of the principles, methods, techniques and tools for development throughout the research software development lifecycle;
- A thorough understanding and experience of data analytics, database and application development;
- Experience of leading and developing a team of specialist IT development and support staff;
- The ability to work closely with researchers and research centre managers to agree priorities and develop work plans for individual team members and ensuring work is completed in accordance with those plans;
- A strong motivation to work directly in the area of research support and development and be at ease using a wide variety of standard and specialised tools.

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:

Barry Haynes, Head of Strategy and Architecture
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Additional information

To find out more about LIDA visit the [Leeds Institute for Data Analytics](#) website.

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.](mailto:disclosure@leeds.ac.uk)

Criminal record information

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.