

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Research Data and Curation Manager

Department: Library Services

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Postgraduate qualification in information management, librarianship, archives, or HE administration and/or relevant work experience at a senior level in the HE sector and/or in an information service.	X		Application Form, Interview
Specific Skills, Experience and Knowledge			
Knowledge of research data management and the research data life cycle	X		Application Form, Interview
Knowledge of digital preservation	X		Application Form, Interview
Excellent communication, presentation and interpersonal skills, including the ability to give presentations and write formal reports for different stakeholders	X		Application Form, Interview
Ability to present complex information in a concise and understandable manner to a variety of different user groups	X		Application Form, Interview
Knowledge of funders policies and requirements concerning research data management	X		Application Form, Interview
Knowledge of relevant copyright and licensing legislation	X		Application Form, Interview
Knowledge of open access and scholarly communication initiatives in HE		X	Application Form, Interview
Knowledge of relevant metadata standards	X		Application Form, Interview
Involvement in successful project management and delivery		X	Application Form, Interview
An understanding of the technology and formats associated with research data and its preservation, including a familiarity with repository software and its use	X		Application Form, Interview
Excellent IT and information handling skills	X		Application Form, Interview
Experience of effective line management or supervision		X	Application Form, Interview
Personal and Interpersonal Qualities			
Customer focussed, with the ability to maintain effective working relationships with staff and students at all levels within the University and with external stakeholders	X		Application Form, Interview
Ability to work collaboratively in informal cross-disciplinary teams to deliver common goals	X		Application Form, Interview
Flexible approach with ability to efficiently handle and monitor varied workload and meet deadlines	X		Application Form, Interview
Strong administrative skills with excellent attention to detail	X		Application Form, Interview
Capacity for Career Development			
A commitment to own personal professional development	X		Application Form, Interview