**Job Description for Head of Research Data Management (109290)**

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| Job Title | Head of Research Data Management |
| Department | Library |
| Grade | FA7 |

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| Job purpose (a brief summary of the role) | This role is part of a team supporting excellent research and innovation practices at Warwick University.<br><br>The Head of Research Data Management will spearhead initiatives to embed reproducible, transparent, and accountable research data management practices that not only enhance research quality and integrity at Warwick University but also bolster the institution's reputation.<br><br>The role will be pivotal in ensuring compliance with international standards and best practices, promoting Warwick University as a leader in open research data and responsible research practices.<br><br>The role holder will lead the successful design and delivery of our research data management (RDM) service, working daily with academic staff, researchers, professional services, and specialist external bodies. They will build engagement with the service and ensure the research community has access to and makes use of research data training, advice and guidance.<br><br>The Head of Research Data Management will ensure that all researchers have an understanding of Open Research Data principles and the confidence and know-how to embed these practices into their work. They will support high levels of researcher engagement with the university's innovative institutional rights retention policy. |
| Duties and responsibilities | The Head of Research Data Management will transform the quality of research data management practices at Warwick and significantly increase open data deposit. They will ensure that all academic and research staff feel supported to manage their research data in accordance with open principles and University policies by designing and leading the delivery of innovative, efficient, sustainable and cost-effective research data services including:<br><br>**1. Strategic Management and Leadership**<br><br>- Play a key role in shaping the university's long-term research strategy for research data by contributing to strategic planning committees and influencing policy development at both the university and national levels. The Head of Research Data Management will ensure that Warwick's research data management practices remain at the forefront of innovation and excellence.<br>- Develop and maintain substantial professional knowledge providing expert advice to all Faculties, acting as an ambassador for academic engagement with external research data requirements, influencing activity, sharing best practice and promoting long term cultural change; identify issues which have broad impact, providing advice and evidence to Vice President Research, Associate Deans Research and other senior managers, and propose approaches which maximise efficiency and service quality.<br>- Support tactical initiatives and participates in key decisions as a member of the Senior Management Team. |

- Lead annual operational planning Processes for area of responsibility, including the development of objectives and goals; overseeing the cascade into teams; and designing and implementing mechanisms for regular performance assessment.

**2. Service Delivery and Support**

- Lead and manage the Research Data Service, including staff and resources, co-ordinating input from specialists across professional services; work with Faculties and Services to identify gaps and implement innovative solutions in response to a complex policy and transactional environment, balancing consistency of service with the high degree of specificity required by discipline and by project.
- Lead on policy creation and development within research data services, embedding new approaches & requirements to improve research quality. The postholder will seek opportunities to influence sector developments and ensure funders' requirements are met. This role will develop and iterate lean user focused services, audit frameworks and reporting; working with Faculties to achieve the requisite level of long-term engagement.
- Ensure the service operates appropriately within the relevant regulatory and policy frameworks, shaping and iterating appropriate audit frameworks for the University; monitoring risk and employing relevant service standards, developing and implementing new approaches and policies as required.
- Lead the development of training and support, working in partnership with Faculties, the Doctoral College and Research and Innovation Services to embed support and provide coherent pathways making links with related areas such as impact and use of metrics.
- Collaborate closely with departments such as IT, Legal, and external research bodies to ensure comprehensive and efficient research data management. This role requires fostering strong relationships with key stakeholders across the university and beyond to maximize data accessibility and compliance
- Provide the main point of strategic engagement contact for a Faculty, developing knowledge of Faculty strategy & objectives, ensuring library services are aligned and opportunities for collaborative development are identified.
- Manage fixed-term projects, including externally funded projects with national project partners, negotiating with stakeholders, and ensuring requirements are delivered to timescale.

**3. Staff Management**

- Lead and inspire a team, driving change and innovation in research data management across the university. Beyond managing direct reports, this role will involve mentoring and coaching, managing cross-functional teams, leading strategic initiatives, and fostering a culture of continuous improvement and excellence. Lead the development of professional growth opportunities across the research data community, including the design and delivery of training programs, workshops, and conferences. The Head of Research Data Management will champion continuous learning and skill development, both within their team and across the wider research community.

As required, undertake any other duties commensurate with the role.

**Person Specification**

*The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.*

| Essential Criterion No. | Essential Criterion Description | Measured by |
|---|---|---|
| E1 | Library Information Management Postgraduate Degree or skill level equivalent to qualifications or experience. | A |
| E2 | Proven experience of managing outcomes in the field of research data. | A & C |
| E3 | Experience of financial modelling, including through the use of data analysis and in close partnership with academics and/or subject specialists. | A & C |
| E4 | Strong experience in building and managing partnerships to deliver successful outcomes for Library Services and the wider University. | A & C |
| E5 | Experience of creating and managing a high performing team, providing supervision and support to direct reports. | A & C |
| E6 | Experience of supporting staff with professional and personal development, through regular 1:1 meetings, appraisals, supervision and coaching. | A & C |
| E7 | Experience of planning for continual improvement of the efficiency and effectiveness of the team. | A & C |
| E8 | Proven capabilities in managing operations teams including technology, data and project management activities to implement new systems and processes that drive business and customer value. | A & C |
| E9 | Thorough understanding of current trends and best practices in research data management and open data. | A,C & D |
| E10 | Exceptional communication skills and the ability to persuade and influence to foster and maintain relationships. | A & C |
| E11 | Exceptional organisational and time management skills, and the flexibility to adapt quickly to change. | A & C |
| E12 | Deep knowledge of evolving trends and the latest advancements in academic publishing, data, strategy, programme, and general management to develop innovative solutions and approaches. | A & C |
| E13 | Possess deep expertise in research data management landscape, including platforms, cloud storage solutions, and data analysis tools, with a demonstrated ability to adapt to new technologies and drive innovation in data management practices. | A & C |
| E14 | Ability to operate with curiosity to get to the root of business problems to ensure the ultimate solution that is grounded in the Library Services strategy. | A & C |
| E15 | Champions equality, diversity and inclusivity in professional behaviours and working practices. | A & C |

| Desirable Criterion No. | Desirable Criterion Description | *Measured by* |
|---|---|---|
| D1 | PRINCE2 or similar project management qualification. | A |
| D2 | Membership of relevant professional bodies. | A |