UNIVERSITY OF WARWICK

# Job Description

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| Job title | Research Data Manager |
| 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. The Research Data Manager 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. 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 Research Data Manager will transform the quality of research data management (RDM) 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. |
| Duties and responsibilities | **1. Leadership of Research Data Service**<br>Lead and manage the Research Data Management service acting as the principal advisor and advocate for RDM across the Library and University, embedding the institutional RDM Policy and aligning services with strategic research priorities. Oversee the ongoing development and enhancement of the Research Repository, ensuring robust systems for the deposit, organisation, description, preservation, and discoverability of research data.<br><br>**2. Policy development and Compliance**<br>Lead the creation, review, and implementation of RDM policies, ensuring alignment with funder mandates and sector standards. Collaborate with academic departments and professional services to support compliance with FAIR data principles and funder requirements, positioning the University as a leader in open and responsible research.<br><br>**3. Capacity Building and Training**<br>Design and deliver high-quality, pedagogically sound training programmes on RDM for researchers, postgraduate students, and professional staff. Work in close partnership with the Doctoral College, Research and Impact Services, and academic departments to embed RDM support into research workflows and curricula, fostering a confident and informed research community.<br><br>**4. Systems and Infrastructure Development**<br>Provide strategic oversight of research data platforms including Figshare, DMPonline, DataCite, ORCID, and OpenAIRE, ensuring they are effectively integrated and optimised to support open research. Lead on the evaluation and adoption of emerging technologies and infrastructure that enhance research data services and interoperability.<br><br>**5. Collaborative Engagement and Partnership**<br>Cultivate strong, collaborative relationships with researchers, IT Services, Legal, and external partners to deliver a seamless and responsive RDM service. Actively contribute to the work of the Research and Academic Services team, working closely with colleagues such as the Open |

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| | Research Manager, Academic Services Manager, and Collections and Discovery team to deliver a unified, researcher-focused support model.<br><br>**6. People Leadership and Development**<br>Provide leadership and line management to direct reports, fostering a supportive and high-performing team culture. Promote continuous professional development through mentoring, coaching, and structured feedback, ensuring the team has the skills and confidence to meet evolving research needs.<br><br>**Other Duties**<br>Contribute to broader institutional initiatives and cross-functional projects that advance the University's research strategy. Undertake other duties as required, commensurate with the role, demonstrating flexibility and commitment to the University's mission. |

**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 | Degree or skill level equivalent to qualifications or experience. | A & C |
| E2 | Experience of leading a research data function in a University setting. | A & C |
| E3 | Experience of creating, and managing and developing a high performing team, providing coaching, supervision and support to direct reports. | A & C |
| E4 | Experience of planning for continual improvement of the efficiency and effectiveness of the team. | A & C |
| E5 | Proven experience in building and managing partnerships to deliver successful outcomes, good communication skills and the ability to persuade and influence to foster and maintain relationships. | A & C |
| E6 | Expert knowledge of evolving trends and proven experience of managing outcomes in the field of research data, including supporting researchers through activities such as advising on data management plans, data deposit and sharing across disciplines. | A,C & D |
| E7 | Thorough understanding of current trends and best practices in research data management in a University environment including, FAIR principles and open data, emerging needs (e.g. sensitive data, secure access environments) and national infrastructure (e.g. Jisc). | A & C |
| E8 | Good organisational and time management skills, and the flexibility to adapt quickly to change. | A & C |
| E9 | Champions equality, diversity and inclusivity in professional behaviours and working practices. | A & C |

| Desirable Criterion No. | Desirable Criterion Description | *Measured by* |
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| D1 | Membership of relevant professional bodies | A&C |
| D2 | Experience working with research platforms such as Figshare, DMPonline, DataCite, ORCID and openAIRE, or equivalent research data infrastructure supporting open research and repository services. | A&C |
| D3 | 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 |
| D4 | Awareness of digital preservation requirements and activities. | A & C |
| D5 | Understanding of the responsible use of metrics, open research indicators and relevant KPIs. | A & C |