



Job Description

Senior Research Data Steward

Department: Sainsbury Wellcome Centre

Grade: 8

Salary: £51,474 -£60,521 p.a. inclusive of London Allowance

Hours: Full time (36.5 hours per week 1.00FTE)

Reports to: Head of Scientific Computing

Available until: 1 year in the first instance



Context

The Research Data Steward will provide technically-focused support and consultancy to researchers at SWC, helping them to improve their data management and research workflows, align with relevant policies, and enable Open Science and FAIR data.

They will divide their time between collaborating on research projects, contributing to new research proposals, and helping design and develop data services for researchers, feeding in researcher requirements to ensure that the suite of research support services offered by SWC & UCL remains relevant and effective.

The UCL Centre for Advanced Research Computing (ARC) is UCL's institute for infrastructure and innovation in digital research - the supercomputers, datasets, software and people that make data and computational science and digital scholarship possible. Data Stewardship is a relatively new profession within ARC, and this is a great opportunity to help shape the future of both the department and research practice more generally.

Main purpose of the job

As a Senior Research Data Steward you will:

- Work with your management to define a portfolio of responsibilities, a mixture of service delivery, research, innovation, and teaching activities according to your own

- preferences and skills, and appropriate to your level of seniority.
- Provide researchers with technically-focused research data management advice and consultancy.
- Coordinate data management for research projects or departments, including planning, designing workflows and processes, and data documentation.
- Develop software and scripts for data and metadata transformations and migrations.



- Encourage the adoption of best practice data management techniques, metadata standards, FAIR data principles, and Open Science values.
- Contribute to research data service design and improvement based on researcher or institutional requirements.
 - Maintain a close relationship with UCL library, as well as within ARC.

authoring sections of technical white papers, formal research papers, blog posts, seminars and more.

- Contribute to SWC teaching and training, through acting as a classroom demonstrator or tutor, or delivering individual training or teaching sessions, or authoring materials.

You will be responsible and accountable for at least two of the following additional responsibilities. These duties will vary over time according to discussion with your line management:

Duties and responsibilities

- You will take the time to grow within your fields of expertise, trying new things and building experience and knowledge.
- You will be an active citizen of the department, the university, and research technology culture in the UK and beyond, contributing to and helping to organise discussions, build relationships, and share knowledge with colleagues, including taking part in conferences and community events. You will work effectively with colleagues both in UCL's academic departments and in UCL's Enterprise IT organisation, ISD.
 - You will learn and follow best practices for sustainable infrastructure and reproducible research appropriate to your specialism, ensuring that all activities are carried out with professionalism and care.
 - You will join the technical and intellectual development of ARC's research projects and service capability improvements. Working within our scaled agile people-activity allocation process, you will agree with line management between one and three concurrent research projects, service changes, or capability enhancements to which you will contribute. We will work together to keep these appropriate to your skills and development needs, providing variety and opportunities for growth.

You will also undertake at least one of:

- Take responsibility for first- or second-line support for relevant SWC services and systems, including through drop-in sessions.
- Contribute to SWC research and innovation dissemination, through

- Opportunity development and research leadership. You will work to build and deliver opportunities to grow research, teaching, and innovation income for the department, through building collaborations, contributing to proposals, and potentially authoring and leading research grants as a principal or co-investigator.
- Service component ownership. Ownership of support, reliability, security, performance, and capacity management for one or more SWC components or systems.
- Technical leadership. Leading design, architecture, and implementation for one or more technical aspects of research projects or service changes. This may include supervising the technical work of individual contributors and refereeing the acceptance of contributions to distributed projects. You will possess deep knowledge of one or more technical areas and be able to define or influence departmental strategy from that perspective.
- Delivery ownership/project management. Coordinating and leading a research activity or service change, ensuring timely progress.
 - Departmental process ownership. Ownership of themes within departmental activity, such as documentation, service-desk, seminar series, or internal tooling.
 - Design and delivery of teaching and training courses, authoring materials or acting as head-of-class for a practical training session.
- Servant leadership of a sub-team of around 3-4 staff addressing a particular research field or technical area, within ARC or

perhaps embedded in a department or lab. For example an existing team is focused on medical imaging and embedded in the UCL Centre for Medical Image Computing.

General

- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- Actively follow and promote all UCL policies including those on Equality, Diversity and Inclusion.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- There may, on occasion, be a requirement to work extended hours.
- Follow and actively promote the [UCL Ways of Working](#).
- This job description may be reviewed and be subject to amendment in consultation with the post holder.
- All staff are expected to act professionally, co-operatively and flexibly in line with the post.
- UCL's Sustainability policies and objectives, attend management meetings and undertake such training and development as may be required for the post
- The above description is not exhaustive, and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit, and purpose of the post.

Person Specification

Applicants should copy and paste the following essential criteria (which are assessed on the application form) into the “Statement in support of your application” and describe underneath each criterion how they meet it, giving examples.

Essential Criteria	Assessment method (Application/ Interview/Practical Test)
Qualifications, experience and knowledge	
Hold a PhD Degree OR equivalent professional expertise appropriate to the role.	Application
Experience of working with complex, large, or rapidly changing datasets in an academic or industrial research environment	Application/Interview
Experience with one or more specialist technologies for the management, discovery, organisation or dissemination of research data, such as techniques in bioinformatics, electronic health records, longitudinal/cohort studies, metadata management, sensitive data, information governance, semantic methods and ontologies, or data associated with a particular research field. In order to maintain balance within the team, our recruitments may from time to time require one such specialism in particular, and this will be noted within the advert.	Application/Interview
Knowledge of and commitment to technology best practices that enable the delivery of reliable, sustainable and trustworthy outputs.	Application/Interview
Experience of analysing and solving complex problems.	Application/Interview
Experience authoring technical documents to a high standard, for example, research papers, technical white-papers, documentation describing a technology solution, or design, strategy or policy papers in a digital research space.	Application/Interview
Experience in a number of successfully completed complex technical projects, having had a leading role in bringing about those successes (either technically or managerially).	Application/Interview
Experience with integrating data management and automated data analysis workflows in a scientific / research setting.	Application/Interview
Skills and abilities	
Ability and enthusiasm to rapidly acquire fluent knowledge of new technologies and fields.	Application/Interview
Excellent written and verbal communication skills including the ability to effectively present complex or technical information to a range of audiences.	Application/Interview
Ability to work collaboratively and as part of a team, both in-person and using remote collaboration technologies.	Application/Interview

Ability to work under own initiative.	Application
Ability to program in at least one programming language. (This could be a scripting language such as bash shell or a deployment language such as puppet.)	Interview
Ability to communicate with researchers, to ensure their research vision and/or research questions are supported by the solutions you develop.	Interview
Proven ability to manage multiple concurrent tasks and activities, working to deadlines and prioritising as appropriate.	Interview
Skilful at facilitating and enabling group collaboration.	Interview
UCL Ways of Working	
Personal Excellence: Encouraging input from diverse voices to support making fair, fact-based decisions.	Interview
Anticipating and avoiding potential strategic flaws and risks in plans	Interview
Working together: Listening closely, and speaking with clarity to all colleagues, staff, students, and partners.	Interview
Desirable Criteria	
Applicants should copy and paste the following desirable criteria into the “Statement in support of your application” under the Desirable criteria section and describe underneath each criterion how they meet it, giving examples. Desirable criteria will only be scored if there is a tie break for shortlisting.	Application
Familiarity with and commitment to the aims of Open Science/Research	Application
Experience working with sensitive or confidential data within information governance frameworks, including familiarity with data protection legislation	Application
Experience supporting live, running technology services.	Application
Experience as part of a research team, for example as a graduate student or research associate, or in a commercial or industrial research setting.	Application

Apply

To apply for this position visit:

ucl.ac.uk/work-at-ucl/search-ucl-jobs

Please complete the online application form and use the supporting statement section to outline your interest in joining SWC and how you meet the essential and desirable criteria for the role.

Please share your career break reasons that may not be visible in your supporting documentation.

If you have any queries regarding the application process, please email: swc.hr@ucl.ac.uk

For informal enquiries about the role please contact: John Pelan j.pelan@ucl.ac.uk

All candidates will be notified of the outcome of their application.

Probation

Appointments are subject to receipt of satisfactory references and a probationary period of 9 months.

Annual leave

Annual leave is 27 working days for a full-time member of staff + 6 UCL closure days in addition to 8 Bank Holidays.

Pension

Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

Hours of Work

UCL's full time working week is 36.5 hours per week. SWC is willing to consider flexible-working arrangements, subject to discussion and agreement with your line manager.

Other benefits

UCL is a dynamic, global university based in one of the most exciting capital cities in the world. Not only does working at UCL offer the opportunity to work with some of the greatest intellects in the world, it also offers competitive terms, conditions and benefits to its staff.

As part of the UCL community you can access free lunch hour lectures, exhibitions and museums and collections. On campus UCL has the Bloomsbury theatre hosting a range of performances and a series of bars, cafes, and other facilities, which UCL staff can use.

In addition to 41 days annual leave (inclusive of public holidays and closure days) and generous

pension schemes, UCL provides a number of other staff benefits, including excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, career break policy and a range of financial benefits such as a season ticket loan scheme and staff discounts.

Further information can be found online:

✓ <https://www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits>

UCL benefits and policies apply equally, whatever the sexual orientation and/or gender identity of employees. Benefits and policies relating to employees partners, includes both different sex and same sex partners.