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| ROLE PROFILE |

**Job Title:** Head of Digital Research Service

**School/Department:** Digital Research Service (IS)

**Job Family and Level:** APM Level 6

**Contract Status:** Permanent

**Hours of Work:** Full-Time

**Location:** School of Veterinary Medicine and Science. Sutton Bonington Campus / School of Computer Science. Jubilee Campus

**Purpose of the New Role:**

The successful candidate will lead and be responsible for the newly developed **Digital Research Service**. The needs of researchers are evolving as a range of new approaches to research and new requirements for the handling of data have emerged. An essential component of the work to deliver the Digital Research Environment Strategy has focused on developing a Digital Research Service where access to expertise and advice is likely to have a strong impact on improving research quality by enabling researchers to address wider questions.

The role will build on the work of the Advanced Data Analysis Centre (ADAC) and the use of Research Software Engineers and in support of research to establish a centrally managed Digital Research Service for the Nottingham research community with a remit to offer specialist expertise and guidance that promotes access and use across the institution.

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|  | **Main Responsibilities** | **% time per year** |
| 1. | Establish, lead and be responsible for the Digital Research Service. Model leadership behaviours and create the context for high performing teams:   * Ensure that staff have clarity of purpose, understand the wider strategy and context in which they work, why their contribution is important and are focussed on results, to ensure the effective support for the delivery of research projects. * Ensure they have the knowhow, resources, environment and support necessary to achieve results in an effective manner * Ensure that team members plan the development of skills in a strategic manner so as to prepare for new technologies and changes in context. Help individuals to plan their careers. * Use evidence based approaches to drive continuous improvement, develop and structure the service, ensuring the service is meeting the changing needs of the University. * Contribute to the strategy and plan and future development of the service. * Provide direction, leadership, support and guidance to line managers within the service. | 20% |
| 2. | Establish, lead and be responsible for Digital Research Service for the Nottingham research community with a remit to offer specialist expertise and guidance:   * Promote access and use across the institution * Provide a data analysis and interpretation of results service * Provide a research software engineering service * Provide researchers with access to expertise and advice that has a strong impact on improving research quality * Ensure high quality customer focused services, to agreed service levels. * Maximise research outputs through providing expert contribution to peer-reviewed journals, and publishing original research. | 35% |
| 3. | * To undertake original research in the area of digital research. Investigate and devise new research methods, generate new research approaches and contribute generally to the development of thought and practice in the field of digital research. * To lead major funding bids which develop and sustain research support for digital research and develop research initiatives to foster collaboration within and outside the University and generate income or to seek external research funding * To develop and sustain an ongoing national reputation as a research leader in digital research, through original research. | 30% |
| 4. | Establish and lead the development of a financial model that underpins long term sustainability | 10% |
| 5. | Any other duties appropriate to the grade and role of the person appointed. | 5% |

**Knowledge, Skills, Qualifications & Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * PhD (or equivalent) in an appropriate subject. | * Research experience in a specialist bioinformatics/informatics support role. |
| **Experience** | * Evidence of academic independence. * Experience of managing a research-based team. * Track record of collaboration across diverse disciplines. * Knowledge of a wide range of data analysis techniques. * Evidence of grant income success, grant writing or personal fellowship. | * Experience of project and staff management. * Established reputation for research in a relevant discipline. * Experience of relevant tools for bioinformatics/ computational informatics. * Experience in high performance computing systems. |
| **Attributes** | * Good communication skills. * Excellent record keeping and organisational skills. * Ability to work on diverse projects in a range of disciplines in bio-medical science. * Ability to work with others as a team. |  |
| **Other** | * Ability and willingness to play a role in the routine running of the Advanced Data Analysis Centre. |  |

**Decision Making**

1. **taken independently by the role holder**

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| * Management of own tasks and time * Communication and interaction with University staff, postgraduate researchers and external parties * Development of solutions to support research projects * Support and advice to research staff on digital support aspects of grant bids, technologies, etc. * Horizon scanning * Defining priorities, drawing up and implementing plans within own area of responsibility * Where skill shortages are identified, the post holder will be responsible for arranging suitable training to ensure an adequate skill set is available within the existing resources. * Proactively liaising with members of the University and external stakeholders in relation to supporting researchers. |

1. **taken in collaboration with others**

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| * Development of the Digital Research Service Capability/Strategic direction for the University * Leading on the development and implementation of new solutions for more complex problems |

1. **referred to the appropriate line manager (please name) by the role holder**

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| * Major strategic questions are normally addressed in consultation with the Director Digital research |

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals.  Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post.  Please visit <http://www.ukba.homeoffice.gov.uk/> for more information.

**Background Information:**

Further information is available on the web as follows:

The University of Nottingham - <http://www.nottingham.ac.uk/>

School of Veterinary Medicine and Science- <http://www.nottingham.ac.uk/vet>

School of Computer Science - <http://www.nottingham.ac.uk/computerscience/>

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| S:\PS\Registrars\HR Policy\CAT Office\Web Site\Images\AS_Silver Award.tif | *The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.* |