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| THE UNIVERSITY OF NOTTINGHAM  Recruitment Role Profile Form |

**Job Title:** Digital Research Service Team Leader

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

**Salary:**

**Job Family and Level:** APM Level 5

**Contract Status:** Permanent

**Hours of Work:** Full-time(36.25 hours per week)

**Location:** UP, SB or Jubilee Campuses

**Reporting to:** Head of Digital Research Service

**Purpose of the New Role:**

The purpose of this role is to lead a team that provides data analytical expertise to a wide-range of internal and external stakeholders. This will include working on projects of national importance and commercially sensitive contracts.

You will be supported by the following roles and will lead a team of 4-10 staff with a combination of the following:

**Senior Research Data Scientist** – acts as an independent researcher within the service to provide advanced support to researchers. They are likely to undertake their own research projects and be active in academic endeavours such as student supervision and possibly teaching responsibilities. They will support you by researching novel solutions to challenges posed by researchers as well as take responsibility for individual projects within your team.

**Senior Research Analyst** – acts as a senior member of the service who has greater experience and insight into the data analytical processes that are required to support the service. They are likely to undertake service improvement tasks to assist in the development of the service over time. They will support you in mentoring more junior staff and to take responsibility of individual projects within your team.

**Research Analyst** – acts as an analyst to support the aims of the service by delivering high quality outputs. They are likely to support the work of the Senior members of the team. They will work independently on individual projects and will support you by delivering on projects to agreed timeframes and budget.

**Graduate Programme Analyst** – acts as support to the wider team with a particular focus on gaining experience and knowledge in data analytics to support researcher needs. They are likely to be working on projects under the guidance of more senior staff and can support you in being flexibly deployed onto a variety of projects.

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|  | **Main Responsibilities** | **% time per year** |
| 1. | **Management**  Manage the Digital Research Service Team and support the Head of Digital Research Service in creating the context for high performing teams by:   * Take operational oversight of projects within your team’s portfolio * Ensuring your team have the knowhow, resources, environment and support necessary to achieve results in an effective manner * Identify areas where your team members may benefit from training opportunities * Providing operational insight to support the strategic planning and future development of the service. * Undertake performance review as required * Prioritise projects in coordination with the Head of Digital Research Service * Identifying opportunities for the service to be improved and developed | 20 |
| 2. | **Develop researcher use of the service**  Lead your team within the Digital Research Service with a remit to offer specialist expertise and guidance:   * Promote access and use across the institution for the services that your team can deliver * Provide researchers with access to expertise and advice that has a strong impact on improving research quality * Ensure high quality customer focused services as set out by the Head of Digital Research Service. * Maximise research outputs through providing expert contribution to peer-reviewed journals, and publishing original research. | 20 |
| 3. | **Undertake data analytics**   * Take responsibility for the definition, documentation and satisfactory completion of collaborative digital research projects defining requirements, timescales priorities, milestones and managing risks to the success of the project. * Design, construct, test and document data analytical pipelines to support the needs of the researchers * Support researchers in understanding the benefits of following data handling best practices | 45 |
| 4. | * Support researchers by contributing to research papers to be published in academic literature | 5 |
| 5. | **Personal Development**   * Develop own skills and professional capability in line with the needs of the service * Maintain an awareness of technical developments, tools and ideas in research computing, including attending seminars, technical briefings, conferences and technical groups | 5 |
| 6. | 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** | * Postgraduate degree in a relevant computational field **OR** * Relevant professional experience in a related field, e.g. providing analytics in support of research and development in an academic or industrial setting. | * Qualification in Leadership and Management * Qualified in project management e.g. PRINCE2, Agile |
| **Skills/Training** | * Experience in providing data analytics using machine learning and/or statistical techniques in tools such as R and Matlab ***OR*** * Experience in analysing and interpreting a range of data using bioinformatics techniques and approaches, particularly related to genome biology and sequence analysis e.g. (sequence mapping, transcriptomics, epigenomics, genome assembly and annotation) ***OR*** * Experience in software development processes such as: * Developing web-applications to industry standards * Ability to demonstrate parallel programming experience * Experience of working with High Performance Compute systems, * Image Analysis * Experience of porting codes to different architectures, such as GPGPU, Xeon Phi or Power8; * Internet of Things * Experience of using cloud based infrastructures, such as Azure. * Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. * High analytical ability to analyse and illuminate data, interprets reports, evaluate and criticise texts and bring new insights. * Strong organisational, collaborative, and communication skills for dissemination of results. | * Understanding and experience of research in the commercial sector. * A mixture of database technologies |
| **Experience** | * Experience in data gathering, data aggregation, and machine learning techniques. * Experience in working in a service-orientated group. * Experience in use of research methodologies and techniques to work within area. * Experience of developing new approaches, models, techniques or methods in research area. |  |

**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. * Defining priorities, drawing up and implementing plans within own area of responsibility * 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 service * Leading on the development and implementation of new solutions for more complex problems |

1. **referred to the appropriate line managers (Dr Philip Quinlan and Professor Jon Garibaldi) by the role holder**

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| * 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. * Major strategic questions are normally addressed in consultation with the Head of Digital research service |

**Additional Information**

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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.* |