JOB DESCRIPTION

Department:	Library Services
Post Title:	Research Data and Curation Manager
Grade:	7
Reports to:	Associate Director (eStrategy and Technical Services)

Main Purpose of Job

Royal Holloway's approach to Research Data Management is based around three interdependent stages: "Plan", "Create" and "Preserve", with the Library Service having lead responsibility for the long-term preservation of research data, which will be the focus of this role.

This strategically important post will have 5 core responsibilities:
1. To provide advice and support on research data management, particularly in relation to long term preservation, but also to be able to cover data management planning and the creation of research data.
2. To take the lead, on behalf of the Library Service, on working with staff in Research and Enterprise, IT and academics, to ensure the effective long-term preservation of research data, and to ensure the effective integration of the requirements for long-term preservation into the Plan and Create stages.
3. To act as an expert source to deliver data, information and advice on the changing nature of scholarly communications, with particular reference to funder policies and requirements relating to research data and Open Research.
4. To liaise with all stakeholders, both internal and external, to develop and support the necessary capability and capacity to achieve the long term preservation of research data, as detailed in the College's Research Data Management strategy.
5. To work with Research and Enterprise and IT to deliver a framework so academic Principal Investigators can develop effective Data Management Plans (DMPs) for research grant applications, and to provide support for particularly complicated DMPs.

Responsible for:

Advocacy, Training and Support

1. To deliver and develop research data management advocacy, training and support to cover the full research data lifecycle. To provide training and awareness raising sessions for researchers, academics and professional service colleagues, to encourage the embedding of excellent research data planning and management culture and practice, and advising on appropriate active research data storage, with the aim of ensuring the long term preservation of research data.

2. To provide an advisory service on relevant matters pertaining to research data management, in particular focussing on ensuring the long-term preservation and

curation of research data, compliance with funder requirements, and data management plans.

3. To ensure the production of appropriate documentation about research data management and long-term preservation of research data, including relevant web pages, in order to provide continuing practical support for researchers.

4. To promote and embed research data management best practice within the institution. To act as an advocate, and be the key contact on research data management across the university

5. To work closely with colleagues in Library, Research and Enterprise and IT, as part of the College's Research Data Management Service, to ensure that the delivery and development of robust Research Data Management guidance and services, which meets the requirements of Royal Holloway's Research Data Management Policy (https://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx) and the policies of external funding bodies.

6. To work closely with members of the Library's Research Support Team to provide a cohesive support service around the areas of open access and research data management.

Management and Support of Research Data and related metadata in the College Data Archive and the Research Information System (RIS)

1. Oversee deposits of research data into the College's Research Data Archive and the creation of metadata records for data stored elsewhere.

2. Advise and support academics on creating appropriate metadata on research data in the Data Archive and other data repositories.

3. Validate research data metadata in the Data Archive and create DOIs.

4. To review metadata associated with research data to maximise its discoverability and links with research outputs, including working with the Library's Metadata, Discovery and Analytics Co-ordinator to consider how metadata can be shared with other systems.

Long Term Digital Preservation

1. To consider options for ensuring long-term preservation of research data and assess how they can be implemented.

2. To evaluate the use of existing systems for digital preservation.

3. To review the preparedness of materials in the College Data Archive for long-term preservation and optimise the conditions within the archive.

Data Management Plans

1. Have responsibility for support and sign-off of complex research data management Plans.

<u>General</u>

1. Act as joint-secretary of the Library Research Group, working with the Director of Library Services and the Associate Director, eStrategy and Technical Services, to agree content for discussion.

2. Act as joint coordinator of the Research Data Management Service Management Group, which will have responsibility for overseeing the day to day operation of the RDM Service, including coordinating the RDM matrix team and considering non-standard Data Management Plans.

3. Attend relevant committees, events, workshops and conferences related to research data management and digital preservation, ensuring that Royal Holloway is kept up to date with the latest developments in these areas,

4. Understand and keep abreast of the research data requirements, and long term preservation needs, of academics, researchers and funding bodies.

5. To support IT in liaising with system vendors regarding systems maintenance and development, service level agreements, licencing etc. to ensure the longevity of the systems supporting the service, ensuring relevant upgrades are implemented and that the systems are developed to meet long-term requirements.

6. Monitor and contribute to national policies, frameworks and strategies with implications for RDM, representing Royal Holloway in external fora where appropriate.

7. Participate in Library and College project work and activities, as required, to meet the University's strategic aims and goals

8. Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

9. As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.

Note: The Library is moving into a new Library and Student Services Centre in Summer 2017. Evaluation of operation of services in the new building will take place during 2018 and may lead to some adjustments to job roles and descriptions.

February 2017