



## Candidate Information

**Position:** Research Data Librarian  
**School/Department:** Library Services and Research Support  
**Reference:** 23/111030  
**Closing Date:** Monday 26 June 2023  
**Salary:** £36,333 - £43,155 per annum.  
**Anticipated Interview Date:** Tuesday 18 July 2023

### JOB PURPOSE:

To be responsible to the Head of Digital, Content and Research Services for a range of duties carried out in support of the development and implementation of research data management policies, processes and systems at Queen's University Belfast.

### MAJOR DUTIES:

1. Administer and develop the University's research data module in the institutional repository (Pure), ensuring that data is well managed and discoverable; create high quality metadata and validate datasets; develop procedures and training materials for adding, structuring and hosting datasets.
2. Advise researchers and colleagues in professional support directorates on matters relating to research data management.
3. Administer the University's DMPonline portal site (provided by DCC) and review and provide advice on researchers' data management plans (DMPs).
4. Design, develop and deliver advocacy and training programmes and engage with the University's research community to promote research data management best practice including FAIR principles; encourage compliance with policies and funder requirements; maximise deposit of research data and raise awareness of the support available for researchers.
5. Contribute to the development of procedures, policies and strategies relating to the management of research data.
6. Develop and maintain archival access to, and ensure the preservation of, research data and other materials; engage with stakeholders in institutional digital preservation projects.
7. Meet quality service standards in the delivery of own and teamwork.
8. Ensure the effective production and maintenance of information and documentation, e.g., policy documentation, user support materials, web pages, etc.
9. Collect, analyse and present reports, statistics and results to inform decision making within relevant areas.
10. Keep up-to-date with developments in research data management, investigate future requirements and take a proactive approach in making recommendations to improve and develop services.
11. Contribute to the development and monitoring of divisional and team strategies and plans. Maintain an awareness of relevant University strategies and plans.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

### ESSENTIAL CRITERIA:

1. A degree level qualification in any discipline.
2. Or substantial relevant experience in a similar role.
3. A minimum of three years' recent (i.e., in the last five years) relevant experience, including at least two of the following:
  - Working in a higher education (HE) or research environment.
  - Working with bibliographic records and/or large amounts of data.
  - Engaging proactively with researchers.
4. A good understanding of the HE research environment and scholarly communications.
5. Excellent IT, information and data handling skills.
6. An understanding of data protection and privacy issues in relation to managing research datasets.
7. Well-developed communication and interpersonal skills.

8. Ability to deliver presentations and write formal reports.
9. Must have a strong commitment to customer service and ongoing service development.
10. Must be committed to personal and professional development and be willing to participate in relevant external forums and events.
11. Attention to detail and accuracy.
12. Analytical and problem solving skills.
13. Ability to plan and organise work activities.
14. Ability to work on own initiative and collaboratively as part of a team.
15. Post will involve regular evening work.
16. Flexibility in the hours/days worked may be necessary to cover training commitments.

**DESIRABLE CRITERIA:**

1. A degree level qualification in library/information science or related area.
2. Experience in a similar research data management role.
3. Experience of supporting an institutional repository.
4. Experience in training/teaching small or large groups.
5. Experience of staff management and supervision.
6. Awareness of research ethics and integrity.
7. An understanding of copyright legislation as it relates to research and academic publishing.