

Candidate Information

Position: QCAP Data Manager
School/Department: School of Social Sciences, Education and Social Work
Reference: 26/113584
Closing Date: Monday 31 August 2026
Salary: £42,972 - £51,270 per annum.
Anticipated Interview Date: Monday 14 September 2026 (In-person only)
Duration: 21 months

JOB PURPOSE:

To play a key role in providing Data Products expertise and support in developing bespoke dashboards and other novel products. Working as an expert Data Engineer to QCAP staff and community partners the role holder will be a point of expertise for all data related issues and as such will be required to network more broadly across the University and with key external stakeholders.

MAJOR DUTIES:

1. Design, develop, maintain & support the Data for Action pillar using a diverse range of technologies and platforms using Python, R, Java, C++ and/or other appropriate software languages in collaboration with community partners.
2. Contribute to the development of new and emerging concepts by maintaining own expertise through continuous personal development, championing new approaches to democratising data and striving for greater inclusivity and accessibility in data systems.
3. Create data tools in support of pioneering Data Analytics Research, to facilitate data storage, data extraction; data verification, data manipulation and data analysis.
4. To provide data, analysis of results and findings, guidance and expertise in support of community projects and academic research. To carry out detailed analyses to determine issues and make recommendations to provide solutions and inform decision making.
5. To conduct data audits, devise and run tests to ensure data quality.
6. Develop and manage a secure and sustainable hosting system that can house and support QCAP's data work with community partners'.
7. Carry out administrative duties as requested, e.g. arranging GDPR compliance, maintaining research group website etc.
8. Contribute as required to the development of research concepts and projects, including managing project work streams under the direction of QCAP Director providing data and analysis, specialist knowledge in the preparation of grant funding applications and throughout QCAPs dimensions.
9. Contribute expert knowledge to projects, lead project working groups, publications and briefing papers, including managing project work streams under direction of QCAP manager. Present research methodologies and findings at local/national level.
10. Line manage and direct staff as required.
11. Advise on the future requirements within the QCAP Data for Action pillar regarding specific needs or requirements of community partners. Design and deliver training as required.
12. Keep up to date with development in policies, procedures and plans in own work area and in collaboration with others to ensure continued growth of the QCAP Data for Action pillar and wider research. Review approaches to maximise quality and efficiency.
13. Any other duties that fall within the ambit of the post.

ESSENTIAL CRITERIA:

1. Hold at least a 2:1 degree (or equivalent) in Data Science, Computer Science or a related field OR substantial relevant experience in similar role(s).
2. Significant relevant experience – minimum of 3 years' (e.g. as a Data Technician/Data Analyst or in a closely related role).
3. Demonstrable knowledge and experience in the creation of and interrogation of interactive data visualisations and dashboards.
4. Demonstrable experience and proficiency in Python and/or R.

5. Demonstrable experience of the ability to write and maintain clean, efficient, and well-documented code for data analysis and statistical tasks.
6. Practical problem-solving skills, independence of thought and initiative.
7. Strong project management and organisational skills
8. Ability to assess and organise resources.
9. Ability to manage, manipulate, link, and recode datasets.
10. Ability to interact with research colleagues, community partners and support staff.
11. Ability to contribute to method improvement where required.
12. Ability to communicate complex information effectively in oral and written format.
13. Ability to build relationships to develop internal and external networks.
14. Evidence of being able to work flexibly and to meet deadlines to meet the requirements of the post.
15. A team player who is open-minded and is prepared to work closely with researchers and community partners as needed.
16. Good interpersonal skills.
17. Demonstrable analytical and problem solving ability.
18. Willingness to travel around Northern Ireland to fulfil the mobility requirements of the post.

DESIRABLE CRITERIA:

1. Experience of socially-engaged research.
2. Experience developing dashboards using the frameworks such as Shiny, Dash or Google Data Studio..
3. Experience of working with communities.
4. Experience of collaborative research.
5. Knowledge of GIS.
6. Demonstrable awareness of the issues that are important to community partners.
7. Demonstrable understanding of QCAP values and ethos.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Janine Vaughan - J.Vaughan@qub.ac.uk.