

JOB DESCRIPTION

SPECIFIC JOB TITLE	Bio Data Steward
LEVEL/BAND	D
JOB FAMILY	SCIENCE CAPABILITIES
GENERIC ROLE TITLE	Scientific Specialist
CONTRACT TYPE	Full-time
HOURS	37
REPORTS TO	Research Data & Systems Section Head
DEPARTMENT	Intelligent Data Ecosystems
LOCATION	Harpenden
DATE	June 2022

OVERVIEW OF ROLE/JOB PURPOSE

Rothamsted Research is undergoing a major transformation in how it manages and uses its research data and to support this transformation a new Research Data Team, of which this role is an essential part, is being recruited. The Research Data Team will play a leading role in supporting the institute to transition to a new culture of active data stewardship that aims to increase the value, re-use and impact of Rothamsted's research data.

The primary purpose of this role is to support researchers, and scientific facilities teams to manage and publish laboratory generated data following FAIR principles. We are especially seeking candidates with experience in particular molecular omics data such as proteomics, and metabolomics, and bioimaging. You will have experience using relevant data standards such as MIAPE guidelines and formats such as mzXML, and publishing to community repositories such as PRIDE or Metabolights using standard submission tools. You will be familiar with resources such as FAIRSharing.org, EBI Resources, and the Elixir RDM toolkit.

In addition to providing direct support to researchers, the post-holder will support the Research Data Team leader to develop new data management guidance and develop and deliver research data management training for Rothamsted students and staff. You will also support PIs and Work package leaders to implement project data management plans.

The primary duties of this position are summarised below. The post holder is expected to carry out all tasks listed here and any others reasonably requested by the line manager or the institute. While this position is primarily desk-based, visits to experimental facilities including farm sites, glasshouses and laboratories may be required in order to evaluate and support data collection processes. When this is necessary, the post holder must be able to travel flexibly within reasonable limits.

MAIN DUTIES OF ROLE

Generic Outputs	Weighting	Description of Outputs	Description of Job Specific Outputs
SCIENTIFIC SUPPORT TO PROJECTS/ RESEARCH GROUPS OR SERVICE USERS	50%	Design of methods/software/models/experiments, the collation and testing of data, and contribution to publications and research papers	<ul style="list-style-type: none"> Keep up to date with current developments in research data stewardship and domain relevant best practices Author domain relevant data management and publication guidance for researchers for managing and publishing data Support researchers to publish dataset to an appropriate repository and review dataset submissions to ensure the quality of the data and metadata.

			<ul style="list-style-type: none"> Support researchers to use new and existing institute data management software and services.
FINANCE AND RESOURCE MANAGEMENT	5%	Monitoring of allocated budgets, purchasing of equipment, maintenance of stock, and input into funding and grant applications	<ul style="list-style-type: none"> Contribute to project finance management through meeting attendance and data management planning. Ensure lawful and efficient use of institutional resources.
WORKING WITH OTHERS	35%	Provision of specialist/technical advice and assistance to employees and key stakeholders	<ul style="list-style-type: none"> Consultation with research groups to ensure data management best practice guidance are useful and used. Support researchers to apply best practices for managing and publishing data. Participate in Research Data Team Meetings
LEADERSHIP AND MANAGEMENT OF STAFF AND/OR OF A SCIENTIFIC SERVICE OR FACILITY	5%	Accountability for the management and development of staff and/or quality of work within work unit/team/department	<ul style="list-style-type: none"> Provide consultation support to project leaders to write, maintain and deliver on Data Management Plans during the project life-cycle.
KNOWLEDGE EXCHANGE, COMMERCIALISATION AND OUTREACH ACTIVITIES	10%	Building links with user community and/or delivery of professional training and consultancy services	<ul style="list-style-type: none"> Identify and participate in appropriate professional development opportunities to acquire new skills and knowledge Provide face to face and online research data management training for students and staff.
CONTINUING PROFESSIONAL DEVELOPMENT	5%	Proactive planning of development opportunities which serve to broaden existing knowledge base and lead to acquisition of new skills	<ul style="list-style-type: none"> Seek advice, guidance, coaching and/or mentoring from appropriate individuals to improve the quality of outputs and deliverables Identify and participate in appropriate professional development opportunities to acquire new skills and knowledge Initiate and sustain professional networks with research data stewards working in the same or equivalent domains.

PERSON SPECIFICATION AND SHORTLISTING CRITERIA*					
SPECIFIC JOB TITLE	Bio Data Steward				
LEVEL/BAND	D				
JOB FAMILY	SCIENCE CAPABILITIES				
CONTRACT TYPE	Fulltime				
HOURS	37.5				
REPORTS TO	Research Data & Systems Section Head				
DEPARTMENT	Intelligent Data Ecosystems				
LOCATION	Harpenden				
EDUCATION/QUALIFICATIONS			Essential	Desirable	How Tested? **
1.	Bachelors degree in biological, information or data sciences.		Y		Cert
2.	Postgraduate degree or qualification in data or information sciences or equivalent experience.			Y	Cert
EXPERIENCE/KNOWLEDGE/SKILLS			Essential	Desirable	How Tested? **
1.	Detailed knowledge of FAIR data principles		Y		AF, IV
2.	A good understanding of research data management practices, including data collection practices, data quality assurance, data documentation and data publication.		Y		AF, IV
3.	Practical experience and knowledge of the data management practices, data standards, data repositories and tools relevant to at least one of proteomics, metabolomics, or bioimaging data.		Y		AF, IV
4.	A good listener and persuasive communicator able to understand researcher objectives and requirements for data handling and management, and support researchers to adopt and use appropriate best practices.		Y		AF, IV
5.	Good written, verbal communication, and presentation skills.		Y		AF, IV
6.	Experience using relevant standards and formats for representing and organising data and metadata, such as MIAPE, mzML, ISA-Tab, and submitting data to relevant community repositories such as PRIDE, Metabolights, and EMPIAR.		Y		AF, IV
7.	Experience of data manipulation, data validation and data cleaning using software and scripting languages such as Excel, Python, R or OpenRefine			Y	AF, IV
8.	Experience of using database systems and SQL to store, manage and retrieve data.			Y	AF, IV
9.	Teaching or Data Carpentries experience delivering research data management training.			Y	AF, IV
BEHAVIOURS/COMPETENCIES					How Tested? **
1.	Drive for Quality: Makes incremental improvements to processes				IV
2.	Strategic Thinking: Draws on experience when undertaking duties of role				IV

* Minimum requirements of the post and how they will be assessed

** Evidence of criteria will be established from: **AF** (application form), **IV** (interview), **Test** (skills test/prepared question/presentation), **Cert** (certificated checked by interview panel)

3.	Creativity and Innovation: Responds positively to change; identifies and tries out different approaches	IV		
4.	Developing Self and Others: Formalises development needs for self and participates in learning activities to enhance performance	IV		
5.	Professional Conduct: Demonstrates an understanding of others' perspectives	IV		
6.	Productive Relationships: Is a good team player	IV		
7.	Effective Communication: Communicates to a wide audience, in an accurate and timely manner	IV		
GENUINE OCCUPATIONAL REQUIREMENTS		Essential	Desirable	How Tested?*
1.				
2.				