



NOTES

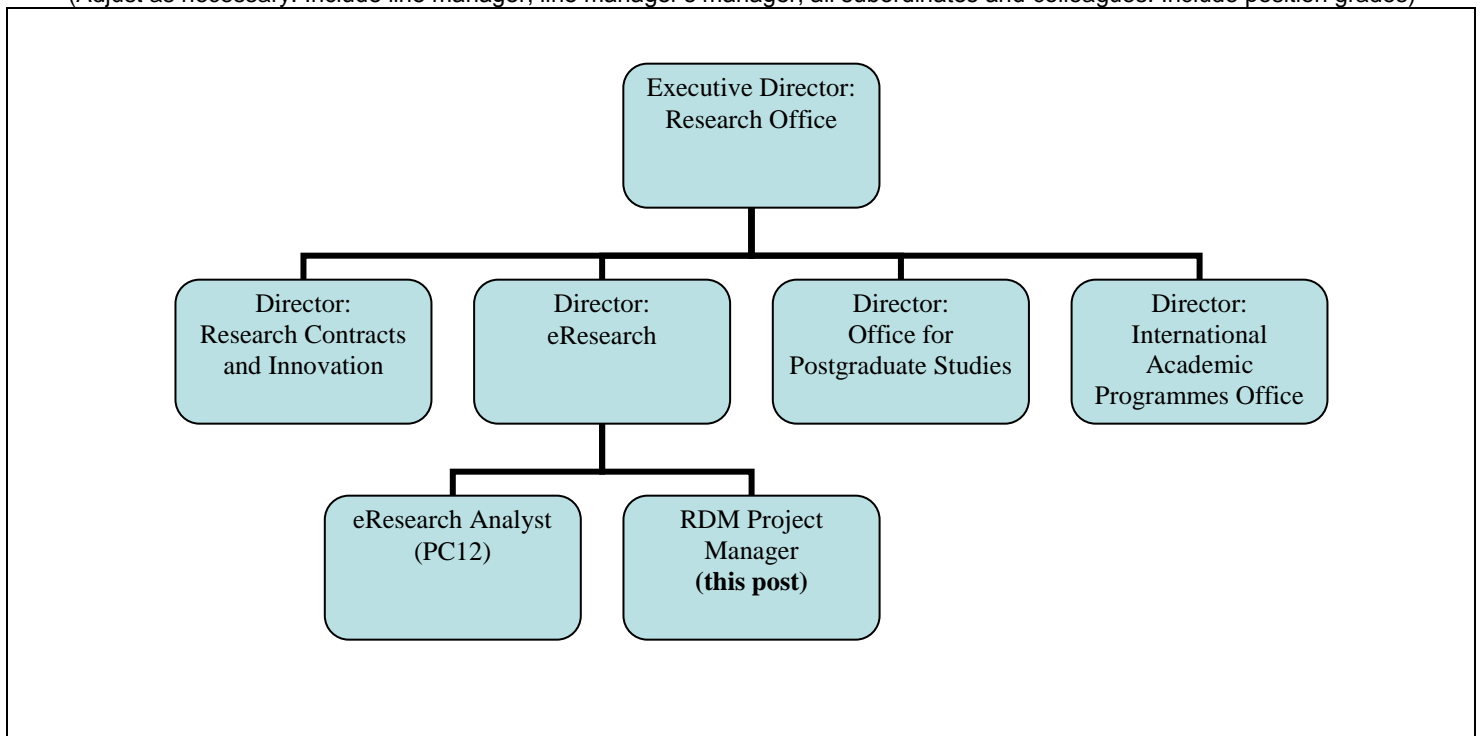
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Data Management Project Manager: eResearch/ ILIFU		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC12	Date last graded (if known)	
Academic faculty / PASS department	Research Office		
Academic department / PASS unit	eResearch		
Division / section	N/A		
Date of compilation	1 November 2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

This position is a specialist research data management role focused on raising awareness and building a profile for the work of the ILIFU project and its partners in establishing and hosting a Tier 2 data node for data-intensive research. The main purpose of this position is to support both the research agenda and its direct implementation in the operational data curation function to support the research activities undertaken on the Tier 2 facility. This includes communications with participating entities, including consortium partners representing Cape Peninsula University of Technology Library (the lead partner), University of Cape Town Libraries, University of the Western Cape Library, Stellenbosch University Library, Sol Plaatjie University Library and the South African Radio Astronomy Observatory (SARAO). The role involves development and implementation of strategies for these entities, to deliver a research data management (RDM) research project on Open Science to the ILIFU project. ILIFU aims to deliver a shared research data management service as the foundation of an open and collaborative culture of data intensive research and innovation, where both access and visibility of the data and the enhanced reputation of the researcher are identified as key elements of success. The incumbent will be based in UCT eResearch, seconded to CPUT Libraries for the duration of the project.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Development and implementation of communications strategies within the research data management project team	15%	<ul style="list-style-type: none"> • Identify the communication requirements and challenges of participating entities within the research data management space. • Work with stakeholders to develop a coherent communications strategy that covers the overarching data-intensive research strategy of the ILIFU project; positioning consortium partners as national leaders in this space. • Identifying specialist and key mainstream media, both traditional and new, to target relevant audiences. • Develop and deliver communication material to improve the awareness among ILIFU researchers of support services for data-intensive initiatives. 	All stakeholders (relevant entities, partners and their communication offices) are aware of, and support, the communication strategy around research data management support for data-intensive research in South Africa.

2	Co-ordination of research data management project	20%	<ul style="list-style-type: none"> • Establish work groups, comprising representatives from all consortium partners, to deal with identified topics • Convene regular meetings of each work group, and collate research outcomes of each group • Report on progress to regular meetings of all consortium partners engaged in the research data management project 	<p>Research activities are clearly scoped and assigned.</p> <p>Research outcomes are collated timeously</p>
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3	Writing and vetting research outputs	30%	<ul style="list-style-type: none"> • Write a range of reports resulting from the outcomes of the working groups, including but not limited to: <ul style="list-style-type: none"> ○ A work integrated learning programme to implement research data management policies and services. ○ Common policy on data archiving, accessibility and re-use to govern research activity on the ILIFU infrastructure ○ An advocacy programme on the benefits of data sharing ○ Guidelines to facilitate the deployment of user –friendly infrastructure tools, interfaces and services ○ Talking points or briefing notes • Provide background and additional information for complex content. 	<p>Regular publishing on a variety of platforms of clear and accurate information.</p> <p>Publication of information that is interesting, newsworthy and relevant to the target audience</p>
4	Project management	15%	<ul style="list-style-type: none"> • Develop and maintain a project implementation plan • Encourage consistency between the outputs of work groups serving the project • Ensure that all deliverables are produced timeously • Report back on progress when necessary • 	All deliverables are met and are relevant

5	Scope and research RDM best practice in line with international standards.	15%	<ul style="list-style-type: none"> • Regularly benchmarking communications around RDM support for data-driven research (eResearch/eScience) with what other similar organisations are doing globally • Ensure that RDM practice in support of data-driven research remains globally relevant • Consult with researchers and other relevant sources of information on best practice 	Communication around ILIFU infrastructure and RDM support for data-intensive research is in line with international standards.
6	Transformation	5%	<ul style="list-style-type: none"> • Contribute to the university's transformation plan and objectives through participation in the working community of UCT eResearch, and through the performance of research administration services. 	

MINIMUM REQUIREMENTS

Minimum qualifications	Masters' degree in information, communication, library science, information systems or management or any relevant higher degree qualification Extremely good written and verbal English skills.				
Minimum experience (type and years)	<ul style="list-style-type: none"> At least five years in a higher education environment At least five years academic library experience At least two years project management experience Some experience in basic research data management, data curation, information or knowledge management Proven record of writing research reports and related outputs Some experience with policy analysis and development 				
Skills	Excellent, accurate writing and editing skills Thorough working knowledge of research methodologies including data analysis and presentation				
Knowledge	Knowledge of eResearch, Big Data, Open Science within a higher education landscape would be an advantage				
Professional registration or license requirements					
Other requirements					
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level	
	Analytical thinking/Problem solving	3	Conceptual thinking	3	
	Building interpersonal relationships	3	Planning and organizing/work management	3	
	Building partnerships	3	Teamwork/collaboration	3	
	Client/student service and support	3	Information management	3	
	Communication	3	Written communication	3	

SCOPE OF RESPONSIBILITY

Functions responsible for	Responsibility for research project management, writing reports based on the outcomes of project working groups for deliverables and press releases; reporting on progress to the consortium partners and to the ILIFU Project Steering Committee.
Amount and kind of supervision received	The holder of the post should not need daily supervision, but should consult at least once every few days or once a week with the line manager, and at least once a month with the director of eResearch.
Amount and kind of supervision exercised	None, other than overseeing work that has been assigned to consortium partners.
Decisions which can be made	Technical and logistical decisions will be made without supervision. Daily decisions about what to report should be made by the holder of the post.
Decisions which must be referred	Most other decisions will require consultation e.g. where strategic focus should lie, which services to focus on.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Director, eResearch Head: Digital Library Services, UCT Libraries Academics and technicians engaged on ILIFU project
External to UCT	Library Directors, Librarians, Data managers and other stakeholders (e.g. researchers, technicians) at partner institutions.