Title:	Research Data Coordinator
Department:	Library
Tenure:	Temporary Full Time (3 year contract)
Location:	RCSI Dublin
Reporting to:	Associate Librarian (Education, Research and Clinical Support) or nominee

About RCSI

The **Royal College of Surgeons in Ireland** (RCSI) is a private, self-financing, not-for-profit medical and surgical college headquartered in Dublin (Ireland) with global reach through its overseas medical universities and health care centres in the Middle East, the Far East and Africa. Since its foundation in 1784, it has played a leadership role in Irish surgical and medical education. Currently, it operates the largest Medical School in Ireland and provides undergraduate education in Physiotherapy, Pharmacy, and Nursing. In addition to Surgery, it also provides postgraduate training and education in Radiology, Dentistry, Nursing & Midwifery, Sports and Exercise Medicine, Healthcare Management and Leadership, and has an Institute of Research.

RCSI recognises that excellence in research is critical to the quality of its educational activities, its credibility, and, overall, to its mission to enhance human health. Recently, RCSI has implemented a new research strategy that will build upon its strength in translational biomedical and clinical research to deliver transformational, high impact changes in health care. Targeting both Irish national and EU funding, along with increased collaboration with industry, is a major part of the RCSI research strategy. Forging increased collaboration between RCSI PIs and industry is of critical importance to achieving success in this area. RCSI is also committed to provide its researchers with the supports and developmental opportunities to enable them to continuously grow and support their overall career development.

Objective

The Research Data Coordinator provides expert support on the effective management of RCSI research data. Working across the Library and Office of Research and Innovation they will ensure that researchers are offered guidance, training and support to effectively manage their research data to meet funder requirements and maximize its adherence to FAIR principles (Findable, Accessible, Interoperable, Reusable).

This will include support from data management planning to archiving for long term preservation, referring to internal and external experts as appropriate, whilst maintaining awareness of sector developments.

Specific Responsibilities include:

Supporting best practice in Research Data Management

- Advise and guide the RCSI research community on good Research Data Management (RDM) practice, helping them to maximise their adherence to FAIR principles.
- Provide advice and expertise on infrastructure and processes required for effective research data management at RSCI.
- Communicate research funders' data management policies in a manner that RCSI policies are informed and up to date.
- Support researchers in complying with funders and RCSI policies on research data, including signposting on data protection issues
- Monitor and apply as appropriate technical developments in the field
- Network and engage with colleagues in similar roles nationally and internationally

Training, advocacy and liaison

- Develop and deliver communications to research staff, working closely with colleagues in the Library, DSC and ORI, to ensure wide understanding of FAIR data practices
- Organise and carry out training on FAIR data practice on an individual, group and remote basis
- Produce clear and effective guidance material to assist researchers with RDM processes and issues, creating a central hub for such information
- Work with departments and research centres to ensure appropriate support is available
- Liaise regularly with colleagues internally and externally to keep informed on the range of issues related to RDM, including external data archives, repositories and publishers
- Keep up to date with research data developments nationally and internationally, including legal and policy changes, advising colleagues as appropriate

Data curation

- Devise and run a process to validate data files deposited in the Institutional Repository, checking the metadata, format, and long-term preservation.
- Advise researchers on appropriate repositories for their data, the issues involved and requirements for long term deposit.
- Advise and assist researchers with ensuring appropriate metadata is in place for research data entries on RCSI and other repositories.
- Maintain awareness of data storage archiving and preservation options and issues to be able to provide advice to RCSI researchers, including external data archives
- Work closely with other repository staff and functions to ensure a cohesive approach

Data Management Plans

- Provide expert assistance to researchers in their data management planning, helping them to ensure that they are of the necessary high standard to be submitted as part of national and international funding bids and projects
- Ensure knowledge of data management plan requirements and policies is current
- Monitor external changes in policy, propose changes to improve processes
- Devise and implement an appropriate data management plan template for RCSI, encompassing support and guidance to assist researchers in identifying and tackling all aspects of data management planning

General

- Building and maintaining strong working relationships with departments and research centres.
- Building and maintaining strong collegial and operational working relationships with the Library, ORI, DSC, IT, Legal Affairs and researchers
- Developing and maintaining relationships with peers in similar institutions and roles
- Pursuing continual updating of skills and knowledge
- Identifying and sharing best practice with colleagues
- Demonstrating the RCSI competencies
- Providing usage statistics and management information as required
- Representing the best interests of the Department and RCSI at all times

- Undergoing programmes of training and development as may be required from time to time.
- Performing such other duties as may be required from time to time.

Person Specification:

ESSENTIAL	DESIRABLE
QUALIFICATIONS ▪ Postgraduate degree and experience of research methodologies at postgraduate level or above	▪ Qualifications relating to Library/Information Management or Digital Curation
EXPERIENCE ▪ Creating or reviewing Data Management Plans ▪ Experience of using or working with research information systems in a library or higher education environment. [eg institutional or data repositories, current research information systems or digital preservation systems.]	▪ Experience in a similar data management or data stewardship role ▪ Designing and delivering training workshops ▪ Experience of working in a Higher Education institution, research or clinical environment
KNOWLEDGE • Understanding of best practice approaches to making research data findable, accessible, reusable and interoperable (FAIR) • Understanding and knowledge of the academic research environment, and scholarly publishing processes and infrastructures ▪ Understanding of the role of metadata and documentation in the management of research data	▪ Expertise in the methodologies, metadata standards, data formats of a health research area ▪ Knowledge of technologies for data management and curation ▪ Technical knowledge of electronic storage issues involved in long term preservation ▪ Knowledge of Irish and European infrastructures and policies relating to research data and open access

HR EXCELLENCE IN RESEARCH

	Understanding of the legal, policy and ethical frameworks governing research data in a health science environment including GDPR and Health Regulations
SKILLS ■ Excellent analytical, problem-solving and decision making skills ■ Communication skills to be able to work collaboratively with a wide range of students, researchers and staff	■ Leadership skills, responsibility and initiative ■ Project management
PERSONAL ATTRIBUTES ■ Team player, flexibility ■ Attention to detail	

The Process:

Shortlisted candidates will be invited for a formal interview via MS teams.

Informal Enquiries
Informal enquiries are invited in the first instance through RCSI Human Resources at recruitment@rcsi.ie.

Note: This Job Description may be subject to change to reflect the evolving requirements of the Department and RCSI in developing healthcare leaders who make a difference worldwide.

RCSI is proud to be an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their gender, civil status, family status, sexual orientation, religion, age, disability or race.

Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.

Staff are required to undertake 6 months service in their current role before applying for other internal opportunities, unless agreed in advance by the SMT representative

Eligibility to work in Ireland is a requirement of this role. Proof of eligibility documentation will be required at a later date. Under limited and specific circumstances (research/ specialist roles) RCSI may be in a position to seek a hosting agreement and/or work permits