



## 1 Advertisement

**Post Title:** Research and Open Scholarship Data Analyst

**School/department:** Library

**Hours:** Full or part time hours considered up to a maximum of 36.5 hours

Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 21202

**Salary:** starting at £28,759 to £32,982 per annum, pro rata if part time

**Placed on:** 28 July 2023

**Closing date:** 21 August 2023. Applications must be received by midnight of the closing date.

**Expected Interview date:** 18<sup>th</sup> September

**Expected start date:** To be confirmed

We are seeking to appoint a Research and Open Scholarship Data Analyst

This is an exciting opportunity to join the Library's Research and Open Scholarship team in a data and information focussed role. Initiative, attention to detail and the ability to communicate effectively, both orally and in writing, are essential. You will use data from various research information systems (including Elements and Figshare) to support assessment activities such as REF and KEF and contribute to the development of an open research culture at the University.

You will require an understanding of the current Higher Education research environment, or a commitment to developing this.

The post will include occasional evening and weekend work.

Please contact Bethany Logan, Research and Open Scholarship Senior Manager ([b.c.logan@sussex.ac.uk](mailto:b.c.logan@sussex.ac.uk)) or Maggie Symes, Research and Open Scholarship Librarian ([M.Symes@sussex.ac.uk](mailto:M.Symes@sussex.ac.uk)) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

Please note: The University requires that work undertaken for the University is performed from the UK.

## 2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/library>

## 3. Job Description

Job Description for the post of: Research and Open Scholarship Data Analyst

<b>Department:</b>	Research and Open Scholarship
<b>Section/Unit/School:</b>	The Library
<b>Location:</b>	Brighton, UK
<b>Grade:</b>	5
<b>Responsible to:</b>	Research and Open Scholarship Librarian
<b>Responsible for:</b>	n/a

### Role description:

To develop systems for the collection and organisation of data and to produce reports based on this data to assist departmental decision making. This post will play a direct role in delivering information and supporting enquiries.

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### PRINCIPAL ACCOUNTABILITIES

- Carry out analysis, reporting and other information support activities that contribute to the Library's priorities and goals around open research
- Contribute to the development of a strong data and evidence led approach to decision making by providing robust and insightful data on open research indicators
- Help to standardise the use of metrics and to provide advice to colleagues, with the aim of establishing best practice around the use of research information tools

### KEY RESPONSIBILITIES

- Develop and maintain information systems as required to evaluate, plan, track, monitor and report on departmental activities.
- Contribute to the development of research information reporting which provides data on identified indicators and metrics.

- Compile and present appropriate standard and adhoc reports for key stakeholders, including narratives to clarify meaning and aid decision making which take into account the needs of the stakeholder group and presents material in the most appropriate way.
- To stay up-to-date with current developments in research information systems and be aware of best practice in tools, techniques and trends
- Support colleagues in accessing and interpreting information provided.
- Update and deliver pre-existing training and support materials to stakeholder groups
- Work collaboratively with team colleagues to understand what their data requirements are and to be able to develop these in the most accessible and user friendly way.
- Work collaboratively with similar roles across the organisation to learn from best practice and to develop consistent approaches.
- To contribute to Library service desk duties as required.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

## **Dimensions**

- This role does not have any budget responsibility.
- This role does not have any line management responsibility, but may involve supervising, training and supporting temporary workers as appropriate.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Research and Open Scholarship Librarian, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Library's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): REF, KEF, UKRI, UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills.
3. Good interpersonal skills

4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries, providing explanations where needed with the ability to identify the most effective medium.
5. Analytical skills with the ability to manipulate data to generate effective solutions and make effective decisions
6. Competent IT skills to effectively manage own workload – MS Suite.
7. Ability to assess problems effectively and make standard minor impact decisions autonomously.
8. Ability to provide pastoral welfare support to junior members of the team where necessary.

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Evidence of successful team working and a collaborative approach to problem solving.
2. Proven ability to manage time, prioritise tasks and work accurately under pressure.

#### **DESIRABLE CRITERIA**

1. Relevant experience working in a research information environment.
2. Experience of delivering user support in an academic environment.
3. Awareness of current issues in scholarly communications landscape.