

Advertisement

Post Title: Senior Data Officer

School/department: University of Sussex Business School /Energy Demand Research Centre

Hours: Part-time hours considered up to a maximum of 0.8 FTE.

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

Location: Brighton, United Kingdom

Contract: fixed term until 30 June 2028

Reference: 21226

Salary: starting at £32,982 to £37,099 per annum, pro rata if part time.

Placed on: 17 July 2023

Closing date: 14 August 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed.

Expected start date: To be confirmed.

An exciting opportunity has arisen at the University of Sussex for a data professional to support the new Energy Demand Research Centre – an ambitious and dynamic research centre supported by a £15 million grant from UK Research Innovation, the Engineering and Physical Sciences Research Council and the Economic and Social Research Council.

As the Senior Data Officer, your main role is to ensure that the Centre's research adheres to excellent data management practices, including how data is collected, stored, visualised, disseminated and archived. You will know the difference between qualitative and quantitative data, and which procedures and legislations a large Centre needs to follow, according to a Centre-wide data management framework.

You will provide guidance and support on all issues related to data to the Centre, assisting the Director, Operations Manager, Communications Manager and the wider team. This is a central role involving data related tasks across the 12 universities of the Centre, as well as project partners. You will work within a team of professional, research and academic staff, who are all working to achieve impact through the Centre's research.

For further information or to discuss the role please contact the Centre Director Professor Mari Martiskainen: m.martiskainen@sussex.ac.uk or the SPRU Research Manager: ryan.giddings@sussex.ac.uk

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

The University of Sussex values the diversity of its staff and students. We welcome applicants from all backgrounds but particularly encourage people from underrepresented groups to apply.

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

1. The School / Centre

As the Operations Manager, you will support activities across the Energy Demand Research Centre and will be based in the University of Sussex Business School.

The School

The [University of Sussex Business School](https://www.sussex.ac.uk/business-school) was formed in 2009 and comprises five departments: Management, Accounting & Finance, Strategy & Marketing, Economics, and the Science Policy Research Unit (SPRU). With its home in the Jubilee Building, a modern academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

The School and SPRU are also home to the [Sussex Energy Group](https://www.sussex.ac.uk/energy) (SEG), which aims to understand and foster transitions towards sustainable, low-carbon energy systems through academically rigorous, world-leading research relevant to contemporary policy challenges.

The Business School's work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, to transform our world and your future. The School draws on many of Sussex's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

The School's vision is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people. Its mission to achieve this vision is to:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- work internationally with businesses, governments, and others to deliver innovative
- approaches to management.

Please find further information about the School here: <https://www.sussex.ac.uk/business-school>

Energy Demand Research Centre

The UK has a legal duty to become a Net Zero society by 2050, requiring a change in the way energy is used across different sectors of industry, businesses, transport and buildings. Without a significant reduction in energy demand, the UK is unlikely to meet these ambitions. Many UK homes and businesses have also faced high energy prices in the last year, bringing greater public attention to issues such as energy affordability and security. These challenges provide an opportunity for energy demand reduction to bring benefits via improved energy efficiency and broader societal changes to reduce emissions, secure prosperity, reduce inequality and improve quality of life.

As the UKRI's flagship £15 million investment in energy demand research, the Energy Demand Research Centre has a key role in providing evidence on actionable solutions for energy demand reduction across different sectors. The Centre is interdisciplinary, covering expertise in technological, social, economic, business and policy aspects.

Our overarching vision for the Centre is to inform and inspire energy demand reductions that support an affordable, comfortable and secure Net Zero society. Our five main research themes are:

- **Futures:** to understand the underlying conditions needed to deliver a low energy future in the UK to contribute to rapid greenhouse gas (GHG) emission reductions.
- **Flexibility:** to assess the needs, impacts and implications of demand-side flexibility – i.e. the capacity to use energy in different locations at different times of the day or the year – and to explore solutions that enable effective and equitable deployment of demand-side flexibility.
- **Place:** to build a new approach to place-based approaches and policy making which provides actionable insights, tools and processes which enable an acceleration of the Net Zero transition.
- **Governance:** to develop a research and action programme that contributes to the Centre's delivery of short-term impact and identifies feasible models, policies and pathways to overall energy demand reductions and decarbonization.
- **Equity:** to generate rigorous, interdisciplinary and actionable evidence and knowledge on how different energy demand solutions can deliver an affordable, clean and more equitable Net Zero energy system.

Our team comprises of 45 people from different academic backgrounds and disciplines, located across 12 different universities. We are committed to the principles of Equality, Diversity and Inclusion (EDI) and our core values are:

- Fair to people and the planet
- Transparent in our approach
- Bold in our thoughts and actions
- Open to different points of view
- Impactful towards the future of energy demand.

As a 5-year Centre, we have a strong focus on engagement with key stakeholders in academia, industry, policy, NGOs and the media, in order to achieve high impact for our research.

You can read more about how Prof Mari Martiskainen (University of Sussex) and Prof Sara Walker (Newcastle University), as the UKRI Energy Demand Research Champions, developed plans for the Centre via a three-stage stakeholder engagement process:

<https://www.ncl.ac.uk/energy/partnerships-funding/edrc/>

Official announcement of the Centre is available at

<https://www.sussex.ac.uk/news/university?id=61382> and a related blog

<https://blogs.sussex.ac.uk/sussexenergygroup/2023/07/13/new-funding-announced-for-energy-demand-research/>

2. Job Description

Job Description for the post of: **Senior Data Officer, Energy Demand Research Centre**

School/Division: University of Sussex Business School

Location: Jubilee Building

Grade: 6

Responsible to: Operations Manager, Energy Demand Research Centre

Role description:

You will work as part of a team to support team members of the new Energy Demand Research Centre in collecting, managing and preserving their research data. The post holder will carry out activities to ensure compliance with funder and legal requirements.

As Senior Data Officer, your key responsibilities include the following:

Data Management Framework

1. Support achievement of the Centre's compliance with all applicable statutory and regulatory data compliance obligations, including those of the funder UKRI.
2. Develop the Centre Data Management Framework (DMF) and relevant project specific data management plans, including research ethics.
3. Develop strategy and process for data storage and archiving.
4. Liaise with other large energy research projects, to co-ordinate data sharing procedures where appropriate.

Monitoring and reporting

5. Monitor and update the DMF and relevant plans.
6. Maintain and update DMF in line with relevant legislation changes (e.g. Data Protection Act and GDPR).

Advice and guidance

7. Advise team members on questions related to data regulations and policies.
8. Interpret procedures and legislation to answer more complex data questions.
9. Deliver coaching and training to develop capabilities in data issues across the Centre.

Communications and visualisation

10. Ensure DMF and data requirements are communicated to the Centre team.
11. Produce high quality, up to date accurate information and visuals for Centre publications, web pages, and regular management reports.

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.

3. Person Specification

Qualifications

- Educated to degree level.

Skills/Abilities/Attributes

- Analytical and problem-solving skills and a keen attention to detail.
- Excellent planning, organisational and time management skills.

- Excellent oral and written communication skills to work with colleagues to provide information and responding to questions and queries.
- Good interpersonal and team working skills.
- Ability to manage own time and workload, prioritise tasks and work accurately in a busy environment.
- Commitment to equality, diversity and inclusion, ensuring fair treatment and opportunity for all.

Experience

- Experience in using IT packages to analyse and manipulate data, including the flexibility to learn new software if needed.
- Experience of research data management, open research, and digital preservation, or have a commitment to developing this.
- Familiarity of the research life cycle and current issues involved in supporting good data in academic institutions.