



UNIVERSITY of  
**BRADFORD**

**Lead Data Stewardship Trainer**

**Faculty of Life Sciences**

**School of Chemistry & Biosciences**



**Job Description and Person Specification**

Job Title:	Lead Data Stewardship Trainer
Grade:	7
Vacancy Reference:	HR01041350
Faculty / Directorate:	Faculty of Life Sciences
Service / Department:	School of Chemistry & Biosciences
Reports to:	Dr Krzysztof Poterłowicz
Responsible for:	

## Main Purpose

To create and deliver national Data Stewardship training to a diverse audience of professionals managing data in the Life and Biosciences domains.

To lead the training of UK Data Stewards to enable them to develop and deliver FAIR Research Data Management content within their own Universities and Institutes, and foster the growth of this community of data savvy researchers, policy makers and support staff.

## Main Duties and Responsibilities

1. To develop high quality, engaging and innovative blended learning modules for the Data Management training curriculum in conjunction with key stakeholders (including ELIXIR-UK) and FAIR data management experts.
2. To lead the development and adoption of new curricula and methods of training and to support the delivery of the National Data Management Fellowship through identification of training needs.
3. To engage in and lead national and international data management training activities.
4. To lead development of best practice and know-how into ELIXIR and FAIR infrastructure, such as RDM toolkit, FAIR Cookbook and TeSS Training Portal.
5. To engage, lead and represent the University in National Data Management and Life Science training meetings (ELIXIR-UK Training and Data Management working groups) and to promote Data Management training across UK Universities and Institutes.
6. To attend conferences, training courses and workshops to share best practice and maintain awareness.
7. To attend committee meetings to update members on the FAIR Data Stewardship training project.
8. Undertake any other duties commensurate with the grade of the role as requested.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

# University of Bradford

## Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

## Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

## **Training**

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

## **Health, Safety and Wellbeing**

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

## **Information Governance**

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

## **Criminal Record Disclosures and Working with Vulnerable Groups**

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and policies and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

## **University Policies and Procedures**

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

# Post Specification

## Lead Data Stewardship Trainer

Faculty of Life Sciences

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A good (2.i or above) in a relevant area or equivalent experience</li></ul>	<ul style="list-style-type: none"><li>• Professional training qualification</li><li>• Community training qualification (i.e. The Carpentries trainer)</li></ul>
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Experience of working with data in research or commercial domain. This could be in the capacity of a researcher or support role</li><li>• Experience of working collaboratively with professionals to understand and disseminate expert knowledge.</li><li>• Experience in the development of training materials and the relevant supporting documentation</li><li>• Experience of teaching or training to a biological or data audience</li><li>• Ability to represent professionally to a range of research communities.</li></ul>	<ul style="list-style-type: none"><li>• Experience of creating training content to research communities (i.e. The Carpentries, Galaxy Training Network) .</li><li>• Experience of creating training content using markdown</li><li>• Experience of creating educational videos</li><li>• Experience of working with data in the life or biological sciences.</li><li>• Experience of organising hybrid training events</li><li>• Knowledge of FAIR principles and how these can be applied to Data Stewardship in the life and biological sciences</li></ul>

	<b>Essential</b>	<b>Desirable</b>
		<ul style="list-style-type: none"> <li>• Demonstratable engagement into ELIXIR/ELIXIR-UK</li> <li>• Active participation in the ELIXIR-UK community.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to interact confidently with senior members of the UK and European academic communities, senior management at ELIXIR and senior Research Council staff</li> <li>• Ability to work on multiple projects at any one time delivering on deadlines</li> <li>• Ability to quickly develop and maintain effective trusted relationships with key stakeholders</li> </ul>	