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| Job Description and Person Specification (HR5)  Post Number: | | | | | |  | | | | | | |
| **Job Description** | | | | | | | | | | | | |
| School/Department: | iSolutions, based in the Faculty of Physical and Applied Sciences | | | | | | | | | | | |
| Post Title: | Linked and Open Data Management Specialist | | | | | | | | | | | |
| Please enter Level under appropriate Career Pathway | ERE | TAE | | | MSA | | | CAO | | R.Nurse | Clinical | | |
|  |  | | | 4 | | |  | |  |  | | |
| ERE Category | Academic Posts | | | | | | Non-Academic Posts | | | | | |
| Academic  (mixed) | | Research  only | Teaching  only | | | Enterprise | | Education Development | | | |
|  |  | |  |  | | |  | |  | | | |
| Posts Responsible to (and Level): | | | Technical Innovation and Developments Team Leader (iSolutions) – MSA4 | | | | | | | | | |
| Posts Responsible for (and Level): | | | No staff management responsibility | | | | | | | | | |
| Job Purpose:  To provide innovative linked and open data management solutions in support of the Faculty of Physical and Applied Sciences and the University as a whole. | | | | | | | | | | | | |
| Key Accountabilities/Primary Responsibilities (6-10 bullet points maximum)  *Planning*  To identify opportunities to benefit the organisation using linked and open data technologies.  To formalise the University’s current data services and roadmap future ones.  To determine the needs of the users of data services and to determine how best to deploy products in the specialist area to meet the user needs.  To determine the needs of business processes and the needs of planned developments and how best to deploy linked and open data services to meet those needs.  To advise the Team Manager on the relevance and suitability of emerging technical and operational standards to iSolutions and the Faculty.  *Operational*  To deliver linked and data driven projects, services and innovations.  To provide progress reports to stakeholders and managers.  To implement, configure and maintain specialist software tools, applications, equipment and resources in the area of linked and open data.  To support use of the software tools, applications, equipment and/or resources with the provision of documentation, support and training materials as appropriate.  To facilitate the integration of products and services in data applications with other products and services.  To assist users with the use of linked and open applications and the resolution of reported problems.  To undertake any other duties as required by the Director of iSolutions. | | | | | | | | | | | | % Time | | |
| Internal & External Relationships: (with whom, nature & purpose of relationship)  The post holder will be expected to undertake the duties as part of an integrated team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team.  The post holder will be expected to liaise with relevant members of the University, with hardware, software and service suppliers as appropriate and with colleagues in other institutions and related organisations.  It is expected that the duties will be performed in the light of the relevant activities in Higher Education generally. The post holder will be expected to be aware of the activities and initiatives being formulated nationally within the relevant specialist area and will be expected to take part in such activities should they be relevant to and of benefit to the work being undertaken locally. | | | | | | | | | | | | | | |
| Special Requirements:  To maintain the relevant level of professional expertise and qualifications to discharge the duties of a professional specialist and to agree with the team manager on a relevant professional development programme.  There may be a requirement to work varying core hours, and on occasion to work outside normal hours, to ensure that service commitments are met.  The University of Southampton is a world leader in Linked and Open Data technologies, as such the post holder may on occasion be expected to participate in conferences, seminars and similar events. | | | | | | | | | | | | | | |

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| **Person Specification** | | | |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, Knowledge and Experience: | Educated to a good standard – Degree, HNC, HND or equivalent  Demonstrable experience of:   * PHP * The LAMP stack * RDF * SPARQL   Demonstrable experience of full product preparation and release.  Demonstrable experience as a technical user of Linux.  Awareness of current and emerging linked and open data technologies.  Ability to produce reports and usable information from diverse data sources. | A degree in computer science or a related/technical discipline.  Demonstrable experience of development using a variety of different programming languages and platforms.  Demonstrable experience of Perl, 4store, ARC2, Graphite and XSLT.  Demonstrable experience of building deployable web applications and platforms.  Demonstrable experience of coding web APIs and working with XML.  ITIL or similar quality assurance standard. | CV and interview |
| Planning and Organising: | Ability to work with others to:   * agree requirements * agree and deliver work packages * meet project deadlines * comply with application testing procedures * produce documentation to required standards * comply with release management procedures   Ability to proactively identify, plan, and manage own workload. |  | CV and interview |
| Problem Solving and Initiative: | Ability to follow problems through to resolution and identify problem areas  Ability to work to documented standards and procedures  Ability to identify requirements of users across an extensive user community  Able to take effective and creative approaches to problem solving.  Willingness to challenge existing work practices and offer ideas  Methodical, calm and clear-thinking under pressure |  | CV and interview |
| Management and Teamwork: | Ability to contribute to collaborative team/project working.  Ability to work with others towards the resolution of a problem. |  | CV and interview |
| Communicating and Influencing: | A professional, customer orientated approach to project delivery  Excellent verbal and written skills and the ability to:   * describe available technical solutions to end-users * communicate knowledge to technical colleagues * document procedures   Ability to communicate effectively with all levels of the organisation.  Confidence to be a first point of contact for enquiries from colleagues, customers or the public | To be able to attend and confidently contribute to section and departmental meetings, to plan and present information  Ability to present work to a large audience, or experience of doing so.  Involvement in relevant technical communities, such as through technical blogging, attendance at workshops, or contributing to open projects. | CV and interview |
| Special Requirements: | The post holder may be required to work outside normal office hours to meet the operational needs of the service. | The ideal candidate will have a genuine interest in linked and open data technologies and be keen to further the excellent reputation of the University in this area through participation in conferences, seminars and similar events. | CV and interview |

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**Job Hazard Analysis Form - Appendix to Job and Person Specification**

Please tick **one** of the following statements:

|  |  |
| --- | --- |
| This post is an office-based job with **routine** office hazards e.g. use of VDU (if ticked, no further information needs to be supplied) | **X** |
| This post has **some hazards other than routine office** e.g. more than use of VDU |  |

Please tick all those that apply, and put N/A if not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental Exposures** | **O\*** | **F** | **C** |
| Outside work |  |  |  |
| Extremes of temperature (eg fridge/ furnace) |  |  |  |
| Potential for exposure to body fluids ## |  |  |  |
| Noise (greater than 80 dba - 8 hrs twa) ## |  |  |  |
| Exposure to hazardous substances (eg solvents, liquids, dust, fumes, biohazards). Specify …………………………………………………………. ## |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation. |  |  |  |
| **Equipment/Tools/Machines used** |  |  |  |
| Food Handling ## |  |  |  |
| Driving university vehicles(e.g. car/van/LGV/PCV) ## |  |  |  |
| Use of latex gloves (note: prohibited unless specific clinical necessity) ## |  |  |  |
| Vibrating tools ( e.g. strimmers, hammer drill, lawnmowers) ## |  |  |  |
| **Physical Abilities** |  |  |  |
| Load manual handling. |  |  |  |
| Repetitive Crouching/Kneeling/Stooping |  |  |  |
| Repetitive Pulling/Pushing |  |  |  |
| Repetitive Lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive Climbing i.e. steps, stools, ladders |  |  |  |
| Fine motor grips (e.g. pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **Psychosocial Issues** |  |  |  |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| Shift work/night work/on call duties ## |  |  |  |

**O – Occasionally** (up to 1/3 of time)**; F – Frequently** (up to 2/3 of time)**; C – Constantly** (more than 2/3 of time) ## denotes to HR the need for a full PEHQ to be sent to all applicants for this position.

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| **FOR SCHOOL/SERVICE USE ONLY** | ResourceLink Post Number | | | |
| Which post does this job report to | FP15001380 | | | |
| Is this post a Line Manager? |  |  | No | X |
| If yes, which posts directly report into it? | ResourceLink Post Number | | | |
| Post 1 |  | | | |
| Post 2 |  | | | |
| Post 3 |  | | | |
| Post 4 |  | | | |
| Post 5 |  | | | |
| Post 6 |  | | | |
| Post 7 |  | | | |
| Post 8 |  | | | |
| Please add additional rows as required | | | | |

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