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Job Description

Post title: **Enterprise Fellow CaSDaR Network+ Coordinator**

Date last updated/evaluated: February 2025

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Standard Occupation Code: 2162

School / Department: School of Chemistry & Chemical Engineering / Digital & Data-Driven Methods

Faculty / Directorate: Faculty of Engineering and Physical Sciences

Job Family: Education, Research and Enterprise (ERE)

Grade: Level 4

ERE Pathway (if applicable): Knowledge Exchange and Enterprise

Post reporting to: Senior Enterprise Fellow

Post line report(s):

Post base location: Campus **:** Highfield Campus

Job purpose: To contribute to the successful delivery of the CaaSDaR Network+ project under the supervision of the project leader. Consult effectively in data stewardship and build client relationships. To undertake leadership, management and engagement activities to grow and consolidate the data steward community within the UK, contributing to the effective management and administration of project activities.

## Key accountabilities and indicative time allocation:

1. **15%**

**Research Contribution**:

* Regularly produce and/or contribute to research outputs, establishing visibility and credibility among subject-relevant research communities, within and beyond the University.
* Contribute to income proposals.
* Collaborate and network productively with colleagues in own and other departments, disciplines and/or organisations. Engage with a range of public groups, partners or organisations, as appropriate.
* Contribute to the effective co-creation, sharing of and engagement with research and research findings by a range of audiences (e.g., academic peers, practitioners, policymakers, publics), using a range of methods (e.g., peer-reviewed publications, conferences, public engagement, outreach, media releases).
* Ensure that research outputs are findable, accessible, interoperable and reproducible (FAIR) and, wherever possible, open access.
1. **65%**

**Knowledge Exchange and Enterprise Contribution**:

* Apply a well-developed understanding of a research data management and know-how to contribute to the design, development and delivery of knowledge exchange and/or enterprise activities and outputs, as part of the CasDaR project.
* Work effectively with internal and external stakeholders to establish and evaluate requirements, provide insight and propose products or solutions to meet identified needs.
* Select and apply appropriate specialist skills, methods and techniques to achieve defined outcomes of the project, including building a sustainable community of data stewards, developing career pathways, developing sustainable models for institutions and promoting the value and impact of data stewardship careers across all research disciplines.
* Participate in public engagement, outreach and/or other impact-generating activities.
* Take opportunities to ensure knowledge exchange and/or enterprise activities and outputs benefit educational and research practice and embed best practice and innovation.
* Collaborate and network productively with colleagues and relevant stakeholders in own and other departments, specialisms and/or organisations, within and beyond academia.
* Continually update specialist knowledge to ensure knowledge exchange and/or enterprise activities and outputs are informed by advances in knowledge, insight and understanding deriving from research, industrial and professional practice.
* Regularly produce and/or contribute to high-quality knowledge exchange and/or enterprise outputs, establishing visibility and credibility among relevant communities, within and beyond the University.
1. **15%**

**Leadership, Management and Engagement Contribution**:

Building on the Leadership, Management and Engagement contributions inherent in other Level 4 activities:

* Plan and prioritise own work effectively.
* Undertake defined tasks and contribute effectively to team engagement, administration and project work for CaSDaR.
* Contribute to short-term and medium-term planning for CaSDaR.
* Develop an understanding of University, sector and funder strategies and objectives.
* Advise and assist colleagues and students.
* Support and help ensure the health and wellbeing of colleagues.
* Mentor colleagues and support their development.
* Line manage or supervise staff, as appropriate.
* Use discretion and judgement to select from or adapt existing processes and procedures to achieve outcomes.
1. **5%**

Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships:

Internal relationships with the Southampton based Co-Is.

External relationships with the wider Network Team (Advisory Board, and Data Stewardship Committee)

Outward facing position as network coordinator. Expected to liaise with the range of stakeholders of the Network both inside and outside the University, across academia and industry.

Special requirements:

Ability to manage a large network activity that involves allocation of funding and thus needs awareness of people, finance and organisations.

Ability to travel across the UK and internationally.

# Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

**Knowledge, Experience and Qualifications**

Essential

* Knowledge, experience, and/or understanding of research data management / data stewardship practices in one or more research domains.
* The required level of knowledge and understanding will normally have been gained through some or all of the following:
	+ Considerable work experience
	+ Vocational training
	+ Formal qualification(s) equivalent to Level 5 or 6 of the [Regulated Qualifications Framework](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) e.g. foundation degree or degree with honours, or Level 5 or 6 award, certificate, diploma, NVQ.

Desirable

* Significant knowledge, experience, and/or understanding of research data management / data stewardship practices in multi-disciplinary contexts and research.
* Experience of content creation for different types of dissemination (e.g. social media, websites, newsletters, presentations, reports)
* Has PhD on a topic that involved significant research data management / data handling.

**Teamwork and Communication**

Essential

* Delegates and/or collaborates effectively, understanding the strengths and weaknesses of colleagues.
* Works proactively with colleagues and other stakeholders, within and beyond the University, to achieve outcomes.
* Communicates effectively to develop understanding and achieve cooperation.
* Provides clear advice, guidance and recommendations on novel or complex concepts and issues.

Desirable

* Experience of working in an interdisciplinary environment and across academic and industry sectors.
* Experience of working with data stewards
* Experience of coordinating Network activities

**Planning, Organisation and Resource Management**

Essential

* Highly organised and good at managing a wide range of tasks and prioritising according to deadlines
* A desire to plan and run a range of events as part of their professional development

Desirable

* Experience of planning large-scale events
* Experience in running hybrid / virtual events

**Problem Solving and Initiative**

Essential

* Independent thinking and taking initiative to solve problems where feasible and understanding when they need to be escalated to a higher level.

# Job Hazard Assessment

A full health clearance is required for this role where any hazards marked “**^**”, using the agreed Occupational Health referral template [available from here](https://sotonac.sharepoint.com/teams/HealthWellbeing/SitePages/Occupational-Health.aspx). Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

## Physical Environment

Working outside **^** Not applicable

Exposure to noise levels >80dbA **^** Not applicable

Working with dust or fumes **^** Not applicable

Working with skin irritants **^** Not applicable

Working with chemicals (industrial or cleaning) **^** Not applicable

Working in a confined space **^** Not applicable

Working at height **^** Not applicable

Working with sewage **^** Not applicable

Contact with cytotoxins **^** Not applicable

Exposure Prone Procedure (EPP) work **^** Not applicable

Contact with clinical specimens or pathology work **^**  Not applicable

Direct patient care or patient contact Not applicable

Exposure to temperature extremes Not applicable

Frequent hand washing Not applicable

Ionising radiation Not applicable

## Psychological and Social Environment

Working shifts **^** Not applicable

Working nights **^** Not applicable

Lone working Not applicable

Working with children Not applicable

Exposure to persons with challenging behaviourNot applicable

Working with larger groups Frequently 30-60% Time

## Equipment, Tools and Machines

Working with vibrating machinery or tools **^** Not applicable

Driving duties e.g. LGV, PCVs, forklift trucks **^** Not applicable

Food handling Not applicable

Contact with latexNot applicable

## Physical Abilities

Prolonged physical movements or actions e.g. walking **^** Not applicable

Prolonged Standing or Sitting **^** Not applicable

Moving or handling heavy loads **^** Not applicable

Repetitive pulling or pushing **^** Not applicable

Repetitive climbing (steps, stools, ladders, stairs) **^** Not applicable

Repetitive crouching, kneeling or stooping Not applicable

Repetitive lifting Not applicable

Fine motor grips (e.g. pipetting) Not applicable

Repetitive reaching below shoulder height Not applicable

Repetitive reaching at shoulder height Not applicable

Repetitive reaching above shoulder height Not applicable

# Behaviours

Our [Inclusion and Respectful Behaviour Policy](https://www.southampton.ac.uk/about/governance/regulations-policies/policies/inclusion-respectful-behaviour) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

**Personal Leadership**

 - I take personal responsibility for my own actions and an active approach towards my development.

 - I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly.

 - I demonstrate pride, passion and enthusiasm for our University community.

 - I demonstrate respect and build trust with an open and honest approach.

**Working Together**

 - I work collaboratively and build productive relationships across our University and beyond.

 - I actively listen to others and communicate clearly and appropriately with everyone.

 - I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish.

 - I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes.

**Developing Others**

 - I help to create an environment that engages and motivates others.

 - I take time to support and enable people to be the best they can be.

 - I recognise and value others’ achievements, give praise and celebrate their success.

 - I deliver balanced feedback to enable others to improve their contribution.

**Delivering Quality**

 - I identify opportunities and take action to make improvements.

 - I plan and prioritise efficiently and effectively, taking account of people, processes and resources.

 - I am accountable for tackling issues, making difficult decisions and seeing them through to their conclusion.

 - I encourage creativity and innovation in others, to deliver workable solutions.

**Driving Sustainability**

 - I consider the impact on people before taking decisions or actions that may affect them.

 - I embrace, enable and embed change effectively.

 - I regularly take account of external and internal factors, assessing the need for change, and gaining support to move forward.

 - I take time to understand our University strategy and communicate this to others.