****

Job Description

Post title: **Computer/Data Support Specialist**

Date last updated/evaluated: January 2025

Author: Jon Bull

Standard Occupation Code: 2136 - Programmers and software development professionals

School / Department: School of Ocean and Earth Science

Faculty / Directorate: FELS

Job Family: Management, Specialist and Administrative (MSA)

Grade: Level 4

ERE Pathway (if applicable): Not applicable

Post reporting to: Jon Bull

Post line report(s): None

Post base location: Campus **:** Waterfront Campus (NOCS)

Job purpose: To support computationally-intensive research and education within the Physical Oceanography, and Geology & Geophysics Research groups within Ocean and Earth Science.

## Key accountabilities and indicative time allocation:

1. **40%**

To ensure an effective specialist support of software for the Physical Oceanography and Geology & Geophysics group for research and education. This will include maintaining geophysical software on Windows and Linux application workstations. The main software packages include the Seisspace seismic processing, Petrel seismic interpretation suites, GMT and a range of other packages used for education and research. In the Physical Oceanography group, support is needed for configuration, compilation and execution of NEMO and MITgcm ocean model codes, selected climate models, and a variety of diagnostic packages. The individual will become expert in software not supported by iSolutions, and also in common model configurations.

1. **20%**

Contribute to the development and maintenance of novel software to support specific funded research projects for academic staff members and PhD students of the Physical Oceanography and Geology & Geophysics group, processing, analysing and interpretation of acquired data as required.

1. **20%**

Provide support for SOES teaching in the form of software setup and maintenance, computing practical operation and fieldwork support.

1. **10%**

Organising and managing disk usage, maintenance of the group data archive and data management policy.

1. **5%**

Collaborate with NOC ITG/UoS iSolutions to administer hardware and software assets, design and implement hardware procurement policy and monitor workstation usage in the geophysics computing laboratories. Particular roles include assistance with implementation of codes and data management on Iridis 6 and future UoS HPC resources, in liaison with iSolutions, and assistance with access to and use of JASMIN, the UK environmental data facility. Advising on future physical resource requirements within the groups.

1. **5%**

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

Internal and external relationships:

* Academic staff members within the Physical Oceanography and Geology and Geophysics groups. The post holder will provide general computing support to the group so that general research and teaching activities run smoothly.
* Postgraduate and undergraduate students working on projects. The post holder will provide support and general guidance on the use of the computing systems and specialist software.
* UoS iSolutions/NOCS IT Group. The post holder will act as liaison between the Physical Oceanography and Geology & Geophysics group and UoS and NOCS IT to manage specialist software and disk space; the post holder will not be expected to carry out basic system maintenance.
* The post holder may be involved in support of research staff and postgraduate students within the wider Physical Oceanography and Geology & Geophysics research group once other priorities are met.

Special requirements:

* Flexible attitude to work and preparedness to work, on occasion, outside normal hours
* Ability to use UoS procurement system.
* Present a positive attitude to attending appropriate training

# 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

* Substantial and authoritative practical knowledge and experience in the required operational discipline, supported by general theoretical understanding.
* The required level of knowledge and understanding will normally have been gained through some or all of the following: Considerable work experience; Vocational training o Formal qualification(s) equivalent to Level 6 of the Regulated Qualifications Framework e.g. degree or degree with honours, Level 6 award, certificate, diploma or NVQ.
* Excellent computing skills, including experience in programming including Python.
* Comprehensive knowledge of several ocean and earth science specific software packages.
* Experience of maintaining a multi-user data storage environment.
* Knowledge of Ocean and Earth Science system.

Desirable

* Willingness to undertake fieldwork where appropriate

**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 specialist advice, guidance and recommendations on complex issues.
* Needs to be able to communicate effectively with undergrad, postgrads and staff.
* Some experience of supporting individuals with computing tasks

**Planning, Organisation and Resource Management**

Essential

* Plans and progresses a range of work activities within broad professional guidelines and established University policies and procedures.
* Formulates development plans to meet current skill requirements.

**Problem Solving and Initiative**

Essential

* Develops detailed understanding of long-standing and/or complex problems and applies professional knowledge and experience to resolve them.
* Demonstrates an awareness of principles and trends in a professional or specialist field and awareness of how this affects activities in the University.
* Needs to be organised and to be able to multitask. Able to organise and prioritise work schedule and to ensure work is completed to a high standard and to deadline.
* Ability to plan and deliver technical support of projects over a period of several months. Involving the analysis/collation of data taken.

# 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 **^** Occasionally <30% Time

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 Occasionally <30% 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.