

Job Description

Post title: Knowledge Exchange and Enterprise Fellow PSDI Research Data Specialist

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Standard Occupation Code:	2119 – Natural and social science professionals
School / Department:	School of Chemistry and Chemical Engineering
Faculty / Directorate:	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:	Dr Aileen Day
Post line report(s):	
Post base location:	Office-based - Highfield Campus

Job purpose: The Physical Science Data Infrastructure (PSDI) initiative is an EPSRC funded large scale infrastructure project. Our aim is to enable researchers in the physical sciences to handle data more easily by connecting and enhancing the different data infrastructures they use. To support these goals, a PSDI research data specialist is required to develop PSDI's content and metadata in line with community best practices. They will partner with academic researchers in the physical sciences to guide them when planning, collecting and sharing their data outputs, and capturing corresponding descriptive metadata. They will undertake these tasks when onboarding resources to PSDI, providing consultancy, training or delivering presentations.

Knowledge Exchange and Enterprise: Building specialist knowledge and experience, with appropriate guidance, support and supervision. Work is typically focused on contributing to the design, development and delivery of knowledge exchange and/or enterprise activities and outputs.

Leadership, Management and Engagement: Planning own work and contributing effectively to leadership, management and engagement activities, with appropriate guidance, support and supervision.

Key accountabilities and indicative time allocation:

1. 80%

Knowledge Exchange and Enterprise Contribution:

- Apply a well-developed understanding of management of physical sciences research data to contribute to the design, development and delivery of knowledge exchange and/or enterprise activities and outputs, individually or as part of PSDI.

- 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 (e.g., product development, testing and delivery).
- Develop consultancy skills and build strong client relationships, identifying opportunities to help embed best practice and innovation.
- Take opportunities to ensure knowledge exchange and/or enterprise activities and outputs benefit educational and research practice.
- 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.
- Prepare and deliver effective industry and scholarly training and consultancy.

2.

10%

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, department or School-level management, engagement, administration or project work.
- Contribute to short-term and medium-term planning.
- Develop an understanding of School, Faculty and University strategies and objectives.
- Contribute to the wider work of the Faculty and University through effective participation in working groups and committees (e.g., Equality, Diversity and Inclusion committees and self-assessment teams, Health and Safety committees, Research Ethics committees etc.).
- Advise and assist colleagues and students.
- Support and help ensure the health and wellbeing of colleagues.
- Effectively engage in probation, appraisal, career development and continuing professional development activities.
- Use discretion and judgement to select from or adapt existing processes and procedures to achieve outcomes.

3.

10%

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

- To allocate 10 days a year (pro rata if part-time) to undertake training and continuing professional development (CPD) and leadership skills.

Internal and external relationships:

Reports to PSDI Principal Investigators and Metadata Lead.

Reporting and liaison responsibilities to PSDI Project Team.

Collaborators/colleagues in other academic work areas and institutions.

External customers in industry.

Special requirements:

Sometimes travel may be required to deliver training activities and participate in conferences and events.

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 management of physical sciences research data, supported by detailed understanding.
- Excellent technical presentation skills - experience presenting, explaining and disseminating knowledge via presentations, training, teaching
- 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) in a physical sciences subject equivalent to Level 7 or 8 of the [Regulated Qualifications Framework](#) e.g. master's degree, postgraduate certificate, diploma, PhD or Level 7 or 8 award, certificate, diploma.

Desirable

- Knowledge of physical sciences data and metadata standards.
- Experience of physical sciences research practices.
- Experience of consultancy or training.
- Experience in programmatic data manipulation and semantic technologies.

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.

Planning, Organisation and Resource Management

Essential

- Plans and progresses knowledge exchange and enterprise activities within broad guidelines and established University policies and procedures.
- Formulates development plans to meet current skill requirements.
- Independently evaluates progress of projects toward end goals, reviews previous actions, addresses blockers and identifies next steps

Problem Solving and Initiative

Essential

- Develops detailed understanding of long-standing and/or complex problems and applies accumulated knowledge and experience to understand and/or resolve them.

- Demonstrates an awareness of principles and trends within a specialist field and awareness of how this affects education, research and/or knowledge exchange and enterprise activities in the University.
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Job Hazard Assessment

For any hazards identified below a health clearance will be undertaken by our occupational health provider and form part of recruitment checks. Further ongoing clearance may be required for some roles, including for existing members of staff.

Does the risk assessment identify the need for ongoing health surveillance for this role? No

Physical Environment

Working outside	Not applicable
Exposure to noise levels >80dbA	Not applicable
Working with dust or fumes	Not applicable
Working with skin irritants/sensitisers	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
Direct patient care or patient contact / Contact with clinical specimens or pathology work	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 behaviour	Not applicable

Equipment, Tools and Machines

Working with vibrating machinery or tools	Not applicable
Driving duties	Not applicable
Driving LGV, PCVs	Not applicable
Driving forklift trucks	Not applicable
Food handling	Not applicable
Contact with latex	Not applicable

Physical Abilities

Prolonged repetitive movements or actions	Not applicable
Moving or handling heavy loads	Not applicable