



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Research and Innovation Data Officer

Department/Division: LSE Research and Innovation
Accountable to: Research and Innovation Systems Manager

Background

LSE is a leading social science institution with a long standing and world class research reputation. Our researchers are world-leading thinkers on critical issues. LSE 2030 will deliver a new strategic direction that will preserve and build on LSE's status as a world leading social science university that educates brilliant minds and creates knowledge that can transform global societies for a global impact.

LSE Research and Innovation (R&I) supports the delivery of LSE 2030 through Priority 2: Research for the World. The strategy touches on every facet of research at LSE - from attracting the very best social scientists and enhancing the support for early career researchers, through to improving the full research, impact and innovation lifecycle to generate the highest quality research that can help shape a thriving, sustainable, inclusive, and happy future. R&I's mission is to provide a focused, fit for purpose, integrated and value-added research and innovation service to our academics, students and alumni.

The Systems and Operations Team provides support across the division, ensuring there is an effective infrastructure of systems, practices, policies and processes that underpin and optimise the division's work. The Team plays a pivotal role in creating the conditions for success of the Research for the World Strategy via two underpinning workstreams: the Research Management and Resource Lifecycle Programme (the "Research Lifecycle Programme") and Monitoring, Evaluation and Strategic Planning.

Job Summary

The Research and Innovation Data Officer will play a key role in supporting delivery of the Monitoring, Evaluation and Strategic Planning workstream of the Research for the World Strategy. They will support the Research and Innovation Systems Manager to deliver strategic analysis and insight projects across the division by handling data-extractions, delivering analysis, and providing a suite of routine management information reports. They will handle FOI and other ad hoc data requests.

The post holder will proactively engage with and support R&I teams and other key data consumers to use data to meet their strategic goals. They will be expert in the division's data assets and will develop and maintain associated documentation such as the data catalogue and data dictionaries in line with data governance protocols. They will work to monitor and enhance data quality and act as the division's Data Protection Champion.

Duties and Responsibilities



Management Information and Analytics

- Support the development and maintenance of interactive reports, dashboards and data visualisations to monitor KPIs, enable individual teams to monitor and report on performance, and deliver management information to support strategic goals.
- Assist in delivering tailored strategic analysis and insight projects, ensuring the presentation of data in formats suitable for different audiences.
- Conduct data analysis to detect inconsistencies that may affect analytical results, ensuring data accuracy and reliability.
- Manage and deliver ad-hoc data and information requests, including FOI requests. Respond efficiently to data requests from other departments and external stakeholders.
- Work collaboratively across the division to plan and execute specific data acquisition campaigns, enriching analysis and facilitating effective tracking of the School's research, innovation, and impact activities.
- Contribute to R&I data and systems projects and related work, including process review, requirements gathering, and user acceptance testing, ensuring alignment with organisational objectives.
- Work with the Head of Systems and Operations to implement functionality to capture new reportable data assets in divisional systems. Communicate changes to system users and provide associated training and documentation.
- Provide support to users for recording and interpreting data held in R&I systems, ensuring data integrity and usability.

Data Quality

- Develop and maintain relationships with external data quality agencies to monitor and implement developments in data quality practices.
- Apply best practices in data storage, organisation, cleaning and mining, maintaining the highest levels of data quality and accuracy.
- Ensure the highest levels of data quality and accuracy by monitoring usage of R&I systems. Identify areas of concern, communicate with users and deliver targeted training as required.
- Initiate and manage data cleansing projects to enhance data quality, fostering a culture of data quality awareness among system users.
- Work with the Research and Innovation Systems Manager to put in place measures and error reporting to ensure that daily integrations are running correctly, liaising with the product supplier and DTS as needed to resolve any anomalies.
- Develop data import templates to streamline data capture.
- Identify technical issues and opportunities to improve systems for processing, managing and analysing data. Troubleshoot data-related problems and recommend maintenance or modifications.

Data Governance

- Maintain the division's data catalogue and data architecture map.
- Evaluate and document database changes or refinements in the division's change request logs, ensuring that logs are fit for purpose.
- Work with the Research and Innovation Systems Manager to establish data standards, data dictionaries and data definitions to ensure a clear understanding of the format and meaning of the data held within or integrated with R&I's systems.
- As the division's Data Protection Champion, stay up to date with data protection requirements and guidance, identify training needs across the division – including equipping staff with the means to recognise and report data breaches and lead on producing Data Protection Impact Assessments where required.
- Establish and maintain sustainable and effective relationships with key contacts across the School, particularly other data owners and systems specialists in areas such as DTS, BIU, HR



and ARD. Actively participate in various forums to ensure that R&I is operating to common standards, helping to establish and maintain an excellent support service and strong data governance, and contributing to improving the quality and utilisation of LSE's business systems data.

- Support and work collaboratively with R&I colleagues to ensure data usage is compliant with LSE policies and statutory GDPR data protection, and other relevant legislation.
- Support users in the daily use of data systems and ensure adherence to legal and organisation standards.
- Develop an external network of contacts in HEI-related sectors for insight best practice.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.