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: Data Lead (Research Management and Infrastructure Programme)

Division: Data and Technology Services (DTS)

Accountable To: Programme Manager (Research Management and Infrastructure Programme)

Job Summary

LSE is undertaking a significant transformational change programme to deliver an integrated research infrastructure supported by robust systems, services, and processes for users across the research and innovation lifecycle, to support delivery of LSE 2030 Research Strategy. The Research Management and Infrastructure Programme is comprised of multiple projects, including Research & Innovation Funding Management (RIFM) and Research Outputs and Discovery (ROaD) with an underpinning workstream for data, reporting, and system integration.

The Data Lead will be responsible for work within that workstream to help the programme develop a comprehensive and shared understanding of the data aspects within the research and innovation lifecycle, with a focus on how data flows across and between systems as part of end-to-end business processes. This will include determining the requirements and capabilities for reporting and analytics, and activities relating to the identification and migration of data from legacy systems.

The postholder will be able to understand the relationship between business processes and the data lifecycle, produce high-quality documentation and communicate effectively with stakeholders across the Research Management and Infrastructure Programme, and be able to work within a flexible matrix managed environment.

This is one year fixed-term contract.

Main Duties and Responsibilities

Data, reporting, and system integration workstream

- Understand the systems relevant to RIFM, ROaD, and any other projects utilising research management data, and their purpose in the research and innovation lifecycle.
- Understand the data created and used by those systems and document this in a data model and data dictionary for the programme, building on existing work as appropriate.

- Document how data flows across and between systems including identifying any points of integration with the wider technology landscape at LSE.
- Map and relate systems, data, and data flows to end-to-end business processes to establish a comprehensive shared view of the research management data lifecycle.
- Contribute to the definition of a data strategy for the research management data.
- Understanding and document data security, data access, and transparency requirements of the different roles and stakeholder groups.
- Document data quality issues and recommend approaches for remediation.
- Understand the reporting capabilities of the systems and identify any relevant functional gaps.
- Identify and catalogue requirements for reporting or analytics.
- Review content, volume, and quality of data held in legacy systems and asses the feasibility of migrating to new replacement systems.
- Lead work to develop, with product vendors and internal SMEs, data migration plans and approaches as required.
- Determine appropriate data retention schedules and how these will be maintained.
- Identify and document data-related risks for the programme risk register.

Planning and Organising

- Plan, prioritise, and organise own workload.
- Produce estimates of the time, effort, and resources required to meet programme objectives.
- Work with project managers to define and progress work packages and agile work items.
- Combine programme delivery standards with best practices from stakeholder divisions.

Communication and Engagement

- Engage with programme stakeholders to understand their data requirements including facilitating workshops.
- Provide clear and effective communication about programme activities including presentations to a range of audiences.
- Promote and support a high level of data literacy within the programme, identifying any relevant skills gaps and helping define approaches to addressing these.
- Ensure that programme decisions related to data are recorded.
- Contribute to the creation of user guides and process documents as part of service transition.

Liaison and Networking

- Develop and maintain relationships with key stakeholders in the programme.
- Identify and document key research entities (researchers, projects, outputs, funders) and their relationships.
- Liaise with the Solution Architect and Data Architect to ensure work is aligned with wider architectural roadmaps and standards.
- Liaise with the Data Governance Manager to ensure that ownership and stewardship of research management data is understood and aligned with wider data governance practice.
- Liaise with the Integration Service on the definition of integration requirements and contribute to the design and development process.
- Liaise with colleagues in DTS, Research and Innovation, LSE Library and other key Programme stakeholders as required to deliver work in line with LSE policies and procedures.

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.