



Job Description

Job title:	Research Database Manager
Department/School:	Tobacco Control Research Group, Department of Health
Grade:	7
Location:	University of Bath premises

Background and context

UNIVERSITY OF BATH

The University of Bath is one of the UK's leading universities with an international reputation for research and teaching at the highest academic standards. It has a distinctive approach that emphasises the education of professional practitioners and the promotion of original inquiry and innovation in partnership with business, the professions, public services and the voluntary sector.

The University of Bath ranks highly in the league tables of UK universities published by a number of national newspapers, including the *Times*, *Independent* and *Guardian*.

The University's buildings are set in an attractive campus about a mile from the centre of Bath. It is a friendly campus with strong student services and good social opportunities. Its sports facilities are first-class, its Sports Training Village, used more than half a million times a year by Olympic athletes and the public alike, was completed in 2004 at a cost of £35 million.

Bath, a World Heritage City, is a spectacularly beautiful city which stands on the River Avon among the hills of England's West Country. It is renowned for its striking architecture and Roman Baths and is surrounded by beautiful countryside.

TOBACCO CONTROL RESEARCH AT THE UNIVERSITY OF BATH

The [Tobacco Control Research Group](#), one of the University of Bath's leading research groups, is a multi-disciplinary group directed by Professor Gilmore. Globally recognised for its research on the tobacco industry, it is a dynamic, multidisciplinary, award-winning research group.

Senior and early career staff alike have received awards for their research and its impacts on policy including from WHO and the Public Health Advocacy Institute. The group is committed to ensuring its work is relevant to policy and practice and has secured impacts from national to global level. It is part of the UK Centre for Tobacco and Alcohol Studies (UKCTAS), one of five UK Centres for Public Health Excellence, funded by the UK Clinical Research Collaboration (See <https://ukctas.net/> for further details) thus making the group part of a wider and thriving research community.

In 2012, the TCRG established an innovative knowledge exchange platform, www.TobaccoTactics.org which now attracts up to 60,000 page hits per day with users drawn from across the world including politicians, civil servants, journalists and

activists.

THE STOP GLOBAL TOBACCO WATCHDOG

Stop Tobacco Organisations & Products (STOP) is funded by \$15m from [Bloomberg Philanthropies](#), aimed at developing a tobacco industry watchdog to deliver policy change. It is a partnership between the Tobacco Control Research Group at the University of Bath, the Global Center for Good Governance in Tobacco Control, Thailand, the International Union Against Tuberculosis and Lung Disease, Paris, and Vital Strategies, New York.

As such it brings together the global leaders in tobacco industry monitoring and research, advocacy, accountability and communication. This unique combination will help ensure our research is widely and effectively communicated and maximally impactful.

We will be leading the tobacco industry monitoring and research arm of the work. With a focus on low and middle income countries, we will be extending the scale, geographic reach and responsiveness of our current research.

Within the University of Bath, the STOP team will be based within the Tobacco Control Research Group and include staff from different faculties, departments and research centres including:

THE DEPARTMENT FOR HEALTH

The [Department for Health](#), part of the Faculty of Humanities and Social Sciences, incorporates two main groups, both encompassing teaching and research activities: lifelong health and wellbeing, and sport, health and exercise science. Research takes place across a number of themes including: a fair and vibrant society, improving human function and lifelong health and wellbeing. The department also provides [research support and capacity building](#) to the local healthcare community.

THE SCHOOL OF MANAGEMENT

The University of Bath School of Management is one of the UK's leading business schools. It has an outstanding reputation for both research and teaching, and has five-year EQUIS accreditation from the European Foundation for Management Development, which is only achieved by around 1% of business schools worldwide. The School of Management is home to the [Centre for Governance, Regulation and Industrial Strategy](#) (CGR&IS), and the [Centre for Business Organisations & Society](#) (CBOS) that collaborate with the Tobacco Control Research group in the area of tobacco companies and tobacco regulation.

SOCIAL AND POLICY SCIENCES

With a reputation for cutting-edge research and innovative teaching, the Department of Social and Policy Sciences at the University of Bath focuses on international development, social policy and sociology. It is home to the [Centre for Development Studies](#), an interdisciplinary collaborative research centre critically engaging with international development policy and practice.

Job purpose

You are responsible for maintaining the research data of the Tobacco Control Research Group. This will involve dealing with multiple data types across a range of projects.

You will be responsible for advising on the structure of the databases, data classification and tagging. You will be editing and modifying the data on a regular basis to ensure that

it can be easily searched and shared amongst researchers. You will audit existing systems to ensure their effectiveness.

You will be responsible for advising on, commissioning and implementing new data storage systems to ensure they are effective and compatible. You will be responsible for ensuring staff are appropriately trained in their use and for liaising with external partners where necessary.

You will be required to work with partners to help link interfaces to our databases. You will be required to input into the development of our [TobaccoTactics](#) website

You will have experience of data or knowledge management, preferably in a university environment, and experience of Evernote. You will liaise with colleagues in the library and in the Digital, Data & Technology Group to ensure compliance with university standards.

You will ensure that the data is held securely to meet the particular confidentiality demands of the Project.

Source and nature of management provided

Project Manager, Dr. Denise Cooke

Staff management responsibility

No line management responsibility but you may be responsible for managing freelance or short-contract staff to carry out particular data tasks

Special conditions

You must not have done previous work for or with the tobacco industry and organisations or individuals financially linked to the tobacco industry. To avoid potential conflicts of interests and to ensure compliance with Article 5.3 of the FCTC, applicants are therefore asked to declare any current or previous occupational activity with any tobacco company or those receiving financial contributions from the industry, whether gainful or not.

Main duties and responsibilities

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| 1 | Take lead responsibility for the Group's research databases, designing them to collect a variety of data, which include Evernote |
| 2 | Lead on development of a standardised taxonomy and file naming conventions for data, and advising researchers on tagging and data classification, |
| 3 | Maintaining the databases by reviewing, tidying, cleaning, and modifying the data where necessary |
| 4 | Liaising with the web development design team to link databases to interfaces |

5	Developing the TobaccoTactics website
6	Advising researchers on how to search the database for their research needs
7	Working with data specialists in the Library and the Digital, Data & Technology Group to ensure the Group's research data complies with university standards.
8	Keeping up-to-date with developments in the field and university guidance.
9	Develop productive working relationships with the team and acting as the expert in research data within the team.
10	Being aware of, and addressing, any security, ethics, and data protection issues with respect to the held data
11	Providing training, coaching and support to the Tobacco Control Research Group on good data management
12	Identify, define and implement requirements for any improvements
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance</p>	

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Good first degree, no specific discipline	√	
Professional qualification or demonstrable equivalent experience		√

Criteria: Knowledge and Experience	Essential	Desirable
Experience of designing, developing and implementing databases (e.g. Evernote)	√	
Experience of multiple data types	√	
Experience of security issues with respect to databases	√	
Knowledge of data standards and metadata	√	
Demonstrated awareness of latest developments in the field of research data management		√
Thorough understanding of university research and funding environment		√

Criteria: Skills and Aptitudes	Essential	Desirable
Ability to prioritise tasks, resolve conflicting priorities and progress work thoroughly and reliably to a consistently high standard without daily supervision	√	
Ability to work effectively as part of a team while still being able to work autonomously	√	
Ability to develop effective working relationships with staff at all levels in the University	√	
Tenacious - will follow tasks through to completion	√	
Excellent communication, influencing and negotiating skills	√	
Confident and able to engage with staff at all levels and of differing technical abilities	√	
Proven analytical, problem solving and troubleshooting skills	√	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process

for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.