



Research Data Management Architect Candidate Information

Oct 2024

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Digital Services

The Digital Services Directorate ensures that everyone at the ICR has access to the technology they need to do their jobs effectively including providing specialist IT support to the ICR's research community.

The Job Role

Design, implement and maintain robust data management strategies to ensure the effective and efficient management of research data throughout its lifecycle, including developing policies, procedures, and technical solutions to support data collection, storage, preservation, and sharing.

Our mission
is to make the
discoveries that
defeat cancer.

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

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Job description

Department / division: Digital Services

Pay grade / staff group: Professional Services 2

Hours / duration: Full time (35 hours per week), Monday to Friday.

Reports to: Head of Scientific Computing

Main purpose of the job: Design, implement and maintain robust data management strategies to ensure the effective and efficient management of research data throughout its lifecycle, including developing policies, procedures, and technical solutions to support data collection, storage, preservation, and sharing.

Objectives

Develop and implement comprehensive research data management policies, procedures, and standards.

Provide guidance and training to researchers on best practices for research data management.

Promote data sharing and reuse within the institution and with external collaborators.

Work with other architects and technical staff to establish and maintain a robust research data management infrastructure.

Promote compliance with research data management regulations, standards, best practices and ethical guidelines.

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Duties and Responsibilities

Develop and implement data management policies, standards, and procedures.
Develop and implement metadata standards and practices to ensure data discoverability and usability.
Provide training and education to researchers and staff on research data management best practices.
Facilitate data sharing and collaboration among researchers, and external collaborators and partners.
Develop and implement strategies for long-term data preservation.
Oversee the selection, implementation, and maintenance of research data management tools and technologies.
Work with other architects and technical staff to support the selection, implementation, operation and maintenance of data storage, retrieval, and analysis systems.
Stay up-to-date on emerging trends and best practices in research data management.

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.
This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Person specification

Education and Knowledge

A Degree in a relevant field or equivalent experience in a similar role.	Essential
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SFIA Skills

The tables below list the essential SFIA skills, at the relevant level, needed for the position.

Category	Skill	Required Level
Strategy and architecture	Information management	5
	Solution architecture	5
	Personal data protection	5
	Specialist advice	5
	Methods and tools	5
	Sustainability	4
	Continuity management	4
	Consultancy	4
	Information security	3
	Audit	3
Change and transformation	Project management	5
	Feasibility assessment	5
	Acceptance testing	5
	Business situation analysis	4
	Requirements definition and management	4
Development and implementation	Product management	5
	Systems development management	5
	Data management	5
	Systems design	4
	User experience analysis	4
	Content publishing	4
	Content authoring	3

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Delivery and operation	Service level management	5
	Service catalogue management	4
	Change control	4
	Incident management	2
People and skills	Performance management	5
	Learning delivery	4
	Learning design and development	4
	Professional development	4
Relationships and engagement	Customer service support	4
	Stakeholder relationship management	4

SFIA Supplementary documents

The table below lists the supplementary documents provided. These explain the SFIA framework for those unfamiliar with it, and provide a detailed breakdown of each skill listed above and its importance for the role and how it will be used.

Document	Function
SFIA 8 Summary Chart	Provides a summary chart of the SFIA professional skills and a summary of the generic attributes.
SFIA 8 The framework reference	Provides the full description of the SFIA levels of responsibility, the generic attributes that define the SFIA levels, the behavioural factors, knowledge statements and all the SFIA professional skills.
SFIA 8 skills and responsibilities spreadsheet	Provides the content of the SFIA levels of responsibility, the generic attributes and the professional skills.

These documents can be downloaded here:

[SFIA 8 Summary Chart](#)

[SFIA 8 Skills and Responsibilities Spreadsheet](#)

[SFIA 8 Framework Reference](#)

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Experience

Experience in developing and implementing research data management policies, procedures, and standards.	Essential
Deep understanding of data lifecycle management concepts, including data creation, collection, storage, preservation, and sharing.	Essential
Experience working with researchers and other stakeholders to identify and address data management needs.	Essential
Experience in providing training and support to researchers on data management best practices and tools.	Essential
Deep understanding of data privacy and security regulations, such as GDPR and HIPAA, and experience ensuring compliance.	Essential

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service. All staff receive an additional three days at Christmas.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Recruitment for further information by emailing recruitment@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.