Senior research information policy officer

Role brief

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<tr>
<th>Directorate</th>
<th>SCS – Sector strategies</th>
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<tr>
<td>Base location</td>
<td>London, Bristol, Manchester, Harwell</td>
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<tr>
<td>Grade</td>
<td>B</td>
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<td>Level</td>
<td>17 or</td>
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<tr>
<td>Job family</td>
<td>Service and project delivery</td>
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<td>Date</td>
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<td>Reports to</td>
<td>Neil Jacobs</td>
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<td>Responsible for</td>
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1. Background

Jisc is the UK higher, further education and skills sectors’ not-for-profit organisation for digital services and solutions.

We:
- Operate shared digital infrastructure and services
- Negotiate sector-wide deals with IT vendors and commercial publishers, and
- Provide trusted advice and practical assistance for universities, colleges and learning providers.

Strategy and corporate services
We operate Jisc as a single, conceptual organisation and provide easy-to-use, accessible corporate services and functions. We are responsible for: group infrastructure (IT and estates, including facilities), the strategic support unit, people services, governance, and legal and contracts.

2. Purpose and scope

The scope of the role is on research information, that is, the information that describes research as an activity, process and set of outputs and outcomes, as distinct from information comprising the substantive content of research.

The purpose of the role is to secure sector and national support for Jisc’s role in research information, as the organisational landscape of UK research evolves with UKRI. To achieve this, the policy officer will present Jisc’s activities, plans and vision to UKRI and Jisc members (eg via UUK) at a senior level, and in the context of strategic and policy agendas that are priorities for them. The immediate outcome of this work will be a recognised role (eg on groups, committees, and in programmes, plans and strategies) for Jisc in the national and international research information and data landscape. The longer term outcome of this work will be greater, clearer and more informed demand for Jisc services and activities in the area of research information and relevant related areas such as open research, research indicators and national research administrative data infrastructure.

The benefits of this work to the UK research sector will include:
1. Increased shared understanding at a senior level of the opportunities and risks presented by different approaches to managing and sharing research information, and the implications of funder and university strategies in this area.
2. Greater potential for interoperability between funder, university and commercial systems through the setting of a national direction that promotes that, which in the long term will reduce the risks of vendor lock-in and other dysfunctional market practices that potentially harm our members.
3. In the longer term, more and better research information available to members and funders, on which to base strategic and investment decisions

4. A more coherent Jisc offer across the Jisc research strategy that more clearly aligns with sector and funder priorities.

5. Support for UK national and international leadership through established and emerging forums.

### 3. Key accountabilities and role outputs

Responsibilities will be expected to be developed and finalised over time and will include but will not be restricted to:

- Maintain and further develop sufficient expertise, strategic insight and gravitas to understand and represent Jisc and the interests of our members on research information, at a senior level with institutional leaders, national and international research funders, sector agencies, and research professionals
- Maintain and deepen expertise in technical, policy, regulatory and legal frameworks relevant to research information, and also in its cultural, economic and business aspects
- Articulate and consider evidence of the risks and opportunities to Jisc, our members and to UK research in the area of research information, for example in the area of open standards and software, business models and organisational design
- Directly, and through stakeholder engagement, inform the design of Jisc and related services and other activities (such as procurement frameworks) that address the identified risks and opportunities, in the context of the Jisc business environment and research sector strategy
- Engage UKRI policy and analysis teams, Research England, the devolved funding bodies, the Research Councils and other funders to identify how Jisc can best add value to their emerging research information infrastructure
- Engage with HESA and other sector and national agencies to align our respective roles in research information, and ensure that these roles are embedded in projects and services
- Revive the national Research Information Coordination Group, in partnership with UKRI, and use it and other forums to promote an agenda of open data and metadata standards, interoperability, and partnership working across the sector on services and interactions with commercial offers to ensure best value in the short and longer term.
- Identify and pursue opportunities for partnerships and other means to leverage external resources in support of Jisc work in this area.
- Produce presentations, briefings, other communications, internal roadmaps and business cases for cross-Jisc work, alignment between Jisc projects and services and stakeholder interests, in support of Jisc work in this area.
- Maintain effective control and reporting of Jisc work in this area, including financial control where appropriate, raising concerns promptly and constructively.
4. Skills, knowledge and experience

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<th>Essential</th>
<th>Desirable</th>
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<td>Qualifications</td>
<td>PhD or equivalent research experience</td>
<td>Membership of a relevant professional body</td>
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<td>Experience</td>
<td>Significant experience at a senior leadership level in a relevant role</td>
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<td>Significant experience in a role requiring an understanding of local and national strategies</td>
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<td>Knowledge</td>
<td>Excellent understanding of research information policies and markets, and their implications for UK research</td>
<td>Good understanding of Jisc products and services, and Jisc’s role in research information and related areas</td>
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<td>Skills</td>
<td>Exceptional influencing and negotiating skills and the ability to manage internal and external stakeholders</td>
<td>Good financial management skills</td>
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<td>Ability to anticipate change and adapt to new situations and issues to exploit potential opportunities</td>
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<td>Strong analysis and problem solving skills</td>
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5. Key contacts

Key internal contacts include:
- Research sector strategy leadership
- Service and project teams
- Stakeholder management, insights and communications teams

Key external contacts include:
- Institutional leaders
- National and international research funders
- Leaders and experts in national and sector agencies
- Commercial system providers
- Technical standards bodies and experts

Important additional information

The head of open science and research lifecycle will discuss all elements of the role brief with the appointee on appointment and after six months, recognising that some elements may need changing.

The above is provided for guidance, is not contractual, and is not an exhaustive list of all accountabilities that the post-holder may have.