

# Job Description



## 1. Job Details:

<b>Job Title:</b>	Data Curation Specialist	<b>Reports to:</b>	Head, Research Data Curation
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## 2. Job Purpose:

To advance the Library's strategic objectives for expanded research data identification, management, curation and preservation support, tools and services.

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	n/a				
<b>Number of Staff Supervised:</b>	0	<b>Direct Reports:</b>	0	<b>Contractor/Others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Work closely with Head, Research Data Curation to develop the Digital Scholarship Lab to process and analyze data
- Consult with Education City university faculty, staff, and research institutes on information organization and access needs related to research data
- Work closely with researchers in Qatar to devise and evaluate data management for research projects and provide expertise and problem-solving around data issues, challenges and needs, and develop solutions for those needs
- Promote data curation and management services among researchers and receive feedback from researchers about data management needs
- Assist with the development of mechanisms for searching and accessing data collections
- Assist in the implementation of software, policy, workflows and other change management required to maximize exposure and reuse of research data sets
- Work at the intersection of digital data, technology, bibliometrics and metadata for the libraries
- Develop and participate in data information literacy as well as training in data management best practices
- Establish standards and best practices for displaying data and tracking specific scientific domain areas
- Develop and deliver data management training programs, including training materials
- Keep abreast of scientific research trends, data documentation tools, and standards important for data exchange, reuse, and interoperability
- Other tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Work hours, days and locations will vary according to QNL requirements.

## 6. Communications and Working Relationships:

- Supervisor - frequent contact for planning, reporting, and approvals
- Library Information Technology team – frequent contact to consult on IT policies and procedures, application development, software selection, evaluation, debugging, testing, work progress and escalation of issues
- Other QNL teams – regular contact for information exchange and problem solving
- Research institutions and researchers – regular contact for collaboration, data curation, and long-

## Research Data Curation Specialist

term preservation

- External stakeholders / vendors – contact as needed on the acquisition of commercial applications and tools

### 7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

### 8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

### 9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in Engineering, Physics, Environmental Science, Medicine or other scientific field of study; Master's preferred
- 2-5 years of experience in data-intensive research
- Knowledge of open-source technology or knowledge of the OAIS (Open Archival Information System) model is an advantage
- Knowledge of one or more of the following components of the research data life cycle: creation, processing, analysis, preservation, access provision, and re-use
- Experience with statistical software applications such as SPSS
- Expertise in national and international trends in data management and curation
- Ability to work with and easily adapt to new technology
- Excellent problem solving and analytical skills
- Ability to work independently and collaborate effectively with staff at all levels and with people of diverse backgrounds
- Commitment to engage in professional development
- Tidy and well-organized approach to work
- Ability to work methodically and accurately without close supervision
- Excellent communication and interpersonal skills with a cooperative and flexible attitude
- Excellent writing skills – ability to draft / edit a variety of written reports and communications and articulate ideas clearly and concisely; proficiency in Arabic a plus
- Proficiency in MS Office applications