



# Academically Advanced Socially Progressive

Great minds. Innovative Solutions.

## Research Information Systems Specialist

<b>Department</b>	Research and Knowledge Exchange Services ( <a href="http://www.strath.ac.uk/research/researchknowledgeexchangeservices/">www.strath.ac.uk/research/researchknowledgeexchangeservices/</a> )		
<b>Directorate</b>	Research And Knowledge Exchange Services ( <a href="http://www.strath.ac.uk/rkes/">www.strath.ac.uk/rkes/</a> )		
<b>Staff Category</b>	Administrative and Professional	<b>Reference No</b>	684298
<b>Reports To</b>	Research Information Manager	<b>Grade</b>	7
<b>Salary Range</b>	£36924 - £45163	<b>Contract Type</b>	Fixed Term (until 30/06/2027)
<b>FTE</b>	1.0 (35 hours per week)	<b>Closing Date</b>	21/03/2025
<b>Working Arrangements</b>	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).		

### Job Advert

The RKES Directorate provides all the central support to deliver the University's Research ("R") and Knowledge Exchange ("KE") strategies. RKES manages a number of initiatives that support R&KE either directly or on behalf of the Associate Principal/Deputy Associate Principals, and has an important role to play in partnering with the Faculties to help Strathclyde achieve its strategic ambitions.

We are seeking to appoint a Research Information Systems Specialist to support the implementation and administration of our research awards management system. With excellent systems administration and stakeholder engagement skills you will play a critical role in the delivery of Strathclyde's research & knowledge exchange ambitions. Your experience in systems administration and understanding of business analysis will be central to the delivery of a University wide strategic project for the implementation of a new award management system including research costing, knowledge exchange, contracts, ethics and peer review.

**Great Minds. Innovative Solutions.**

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



# Academically Advanced Socially Progressive

Great minds. Innovative Solutions.

Based in the Research Policy & Information team within RKES, and working alongside colleagues across the Directorate, you will be responsible for engaging with stakeholders, developing expert knowledge of the system and how it should be implemented at Strathclyde, ensuring the new system is designed to meet business requirements, and putting processes and documentation in place to support the ongoing maintenance, upgrade, and advocacy of the new system.

The ideal candidate will be solution-focused, collaborative, have excellent communication and time-management skills, and strong attention to detail.

## Job Description

---

### Brief Outline of Job:

The postholder will be responsible for the administration of the new award management system. The role involves gathering system requirements from stakeholders, working with suppliers and technical teams to ensure effective system implementation, setting up the system to meet business requirements, supporting user training and system testing as required, managing system upgrades, data quality checking, reporting system bugs, overseeing the governance of data within the system, and making recommendations for system improvements. The systems specialist will work with multiple teams across the University to help ensure effective implementation of the new awards management system and will contribute to the training and advocacy of the new system to users across the University.

### Main Activities/Responsibilities:

1.	Be the University expert on the administration and use of the new award management system
2.	Contribute towards the design, implementation, testing, maintenance, and governance of robust information management systems and processes.
3.	Analyse business requirements and ensure they are effectively addressed by the system specification and implementation.
4.	Contribute to the development and testing of major upgrade projects with the reporting environments aligned to technologies used at the University of Strathclyde.
5.	Identify, monitor, and resolve systems issues in collaboration with internal stakeholders and external systems suppliers.
6.	Ensure the system is set up to adequately support data protection and freedom of information obligations.
7.	Respond to enquiries by providing system user advice or directing enquiries accordingly.

---

### Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

# Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



8.	Support the Research Information Systems Specialist as required, including areas such as account management, data synchronisation, systems issue resolution, and effective information gathering and recording within our systems.
9.	Support the systems tester by proactively responding to system developments and providing feedback on data quality and system functionality issues.
10.	Support the systems trainer by developing and delivering guidance and training to support best practice in the use of research information systems.
11.	Support research information reporting processes by updating data, producing documentation, collecting requirements, and addressing data quality issues.
12.	Support the Research Policy and Information team by working on other research information management tasks as required. This may include supporting a range of internal and external reporting requirements.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to degree level in relevant subject or sufficient relevant experience in a similar role

### Experience

E2 Significant experience in information systems administration

E3 A working understanding of data protection and confidentiality

E4 Experience in business analysis or systems implementation

E5 Experience within the Higher Education sector.

E6 Experience of research and knowledge exchange awards management systems

E7 Experience using Pure or another research information management system

### Job Related Skills and Achievements

E8 Excellent ICT skills

E9 Information management and reporting skills

**Great Minds. Innovative Solutions.**

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263





# Academically Advanced Socially Progressive

Great minds. Innovative Solutions.

---

E10 Familiarity with SQL and ETL processes

---

E11 Confident with Excel

---

## Personal Attributes

---

E12 Good networker with the ability to build successful working relationships.

---

E13 Clear communicator capable of explaining complex information to technical and non-technical audiences.

---

E14 Capable of understanding and managing a broad range of complex system requirements

---

E15 An appreciation for good systems design and data quality

---

## Application Procedure

---

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of three referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk).

## Interviews

---

Formal interviews for this post will be held on Tuesday, 1 April 2025

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

## Other Information

---

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Andrew Maclellan, Research Information Manager ([andrew.maclellan@strath.ac.uk](mailto:andrew.maclellan@strath.ac.uk)).

---

**Great Minds. Innovative Solutions.**

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

# Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



## Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

## Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5% for USS and 6.5% for LGPS.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
  - Annual Leave: Generous entitlement of 27 days (Grade 5 and below) or 31 days (Grade 6 and above), in addition to 11 public holidays and University closure days.
  - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
  - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

**Great Minds. Innovative Solutions.**

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



# Academically Advanced Socially Progressive

Great minds. Innovative Solutions.

## Pension

---

The successful applicant will be eligible to join Universities' Superannuation Scheme Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

---

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](#).

## Equality and Diversity

---

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## University Values

---

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.

---

### Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263





University of  
**Strathclyde**  
Glasgow



Royal Charter  
since 1964  
Useful Learning  
since 1796



# Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.



**Great Minds. Innovative Solutions.**

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263