



Overseas Information & Data Manager UKRI – NERC – BGS

Keyworth

£30,782 to £33,459 per annum (depending on qualifications and experience)

Full Time – 37 hours a week (a range of flexible working options may be available)

Fixed Term Appointment (12 months)

About the role

In this role you will apply your experience in archives/records/data lifecycle management to establish and develop data management practices for a number of overseas geological surveys. As an Overseas Information and Data Manager we would like you to play a leading role working with stakeholders in the UK and overseas to address information problems through policy, process or behavioural change. You would have the opportunity to apply your knowledge of both the analogue and digital records and data lifecycles and of good records and data management principles, policies, legislation and standards.

You will have a strong knowledge of digital data formats, digital storage systems and analogue data capture to create digital surrogates and you would engage in applying and sharing your understanding of information audit tools and appraisal and retention techniques.

Working with analogue and digital data you will be involved on transformation projects from analogue to digital and you will use your experience of collating information into an information audit or digital asset register. In addition you will possess knowledge of applying appraisal techniques to make decisions on retention and prioritise scanning activities.

In this role you will also have the opportunity to undertake international projects and travel off-site/abroad regularly, including several overseas trips of two to four weeks duration.

About you

We are effectively looking for an Overseas Information and Data Manager who is approachable, flexible, self-motivated, organised, proactive and innovative, with the ability to cope under pressure in the context of strict deadlines. You will be able to demonstrate curiosity and a drive to resolve information and data related problems and an interest in the work of The British Geological Survey (BGS), the Natural Environment Research Council (NERC) and UK Research and Innovation (UKRI).

You should be educated to degree level in Data and/or Information Management and hold accredited qualification in archives, records or information management, or be educated to degree level in Geoscience/Geology/Environmental Science and have relevant experience in archive/records/data lifecycle management.

In addition to your specialist abilities, you must also possess excellent communication skills, both oral and written and be able to work remotely and maintain good communications with colleagues at other locations. The post involves team working, therefore you should be able to work effectively in a team to deliver information management services both within an organisation and to external stakeholders. In addition you should be committed to your own continuous professional development to maintain an up to date and relevant skills profile.



The work will be mostly UK based but there is also likely to be a requirement to work overseas for short periods of time.

About us

BGS is an applied geoscience research centre that is housed in UKRI and affiliated to NERC. It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

What we offer

A generous benefits package is also offered, including a very competitive pension scheme, 30 days annual leave plus bank holidays, free parking and access to flexi-time.

We also offer the 'Bike to Work' scheme, free parking, health and wellbeing support, social clubs and on-site sports facilities.

How to Apply

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services, to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc250730_9847.aspx

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.

Closing date for receipt of applications is 15th September 2019. Interviews will take place in early October.

BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and who share our commitment to work for the good of the environment and the benefit of society.

We will actively seek to avoid discrimination on the grounds of age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), sex or sexual orientation.



The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.

Specific Skills Criteria		
	<i>Essential</i>	<i>Desirable:</i>
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree in Data and / or Information Management or equivalent • Accredited qualification in archives, records or information management, for example, those from The IRMS or ARA • OR degree in Geoscience / Geology / Environmental qualification 	<ul style="list-style-type: none"> • Full driving licence
EXPERIENCE	<ul style="list-style-type: none"> • Relevant professional experience in archives/records/data lifecycle management or geoscience with some demonstrated experience of archives/records/data lifecycle management • Experience of working with stakeholders to address information problems through policy, process or behavioural change 	<ul style="list-style-type: none"> • Staff management / supervisory experience • Training other technical and non-technical staff in elements of data / records procedures and processes, e.g. information audits
KNOWLEDGE	<ul style="list-style-type: none"> • Demonstrable knowledge of good records and data management principles, policies, legislation and standards • Knowledge of both the analogue and digital records and data lifecycles • Knowledge of digital data formats, digital storage systems and analogue data capture to create digital surrogates • Understanding of information audit tools and appraisal and retention techniques 	<ul style="list-style-type: none"> • Information / data delivery methods



<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Proven ability to work in a team to deliver information management services both within an organisation and to external stakeholders • Self-motivated, organised, proactive and innovative, with the ability to cope under pressure in the context of strict deadlines • Able to work remotely and maintain good communications with colleagues at other locations 	
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Approachable • Flexible • Able to travel off-site / abroad regularly, including several overseas trips of two to four weeks duration • Alignment to BGS Core values 	
<p>MOTIVATION</p>	<ul style="list-style-type: none"> • Demonstrate an interest in the work of BGS and NERC • Display an enthusiasm for their role and a desire to develop this further with BGS through Continuing Professional Development • Demonstrate curiosity and a drive to resolve information and data related problems 	

