**THE UNIVERSITY OF MANCHESTER**

**PARTICULARS OF APPOINTMENT**

**FACULTY OF SCIENCE & ENGINEERING**

**SCHOOL OF COMPUTER SCIENCE**

**RESEARCH SOFTWARE COMMUNITY OFFICER (GRADE 6) OR**

**RESEARCH SOFTWARE COMMUNITY MANAGER (GRADE 7)**

**VACANCY REF: S&E-13643**

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| **Salary:** | Grade 6, £32,236 to £39,609 per annum or Grade 7, £40,792 to £50,132 per annum |
| **Hours:** | 1 FTE |
| **Duration:** | Fixed term available immediately until 31 May 2022 |
| **Location:** | Oxford Road, Manchester |

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**Enquiries about vacancy shortlisting and interviews:**
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## BACKGROUND

The eScience Lab (esciencelab.org.uk) research group is led by Professor Carole Goble (www.manchester.ac.uk/research/Carole.goble). The group is based at the School of Computer Science, University of Manchester in the UK.

The eScience Lab team are focused on research and development of tools designed for data driven and computational research. The tools support the coming together of people, data and methods in a particular research area; this is also known as an *e-laboratory*. These e-Laboratories or *e-Labs* support domains as diverse as systems biology, social science, music, astronomy, multimedia and chemistry. The tools have been adopted by a large number of projects and institutions. The research and projects span a wide array of topics, including eScience, bioinformatics, biodiversity, scholarly communication, reproducible science, linked data, provenance, community building, knowledge representation and Software Sustainability.

You will be based in the eScience Lab in the School of Computer Science at the University of Manchester.

The Software Sustainability Institute (www.software.ac.uk) is a leading international authority on research software sustainability, working with researchers, funders, software engineers, managers, and other stakeholders across the research spectrum. Their work has shown that software is fundamental to research: seven out of ten UK researchers report that their work would be impossible without it. The use of software in research continues to grow, and the Institute plays a key role in helping the research community to help itself. The Institute has built a network of over 110 Fellows from across research disciplines, championed research software and software career paths to stakeholders, worked with over 70 projects to improve their codes, written guides on all aspects of software sustainability read by over 50,000 people, and organised training events for thousands of learners. The Institute's mission is to cultivate better, more sustainable, research software to enable world-class research ("Better software, better research").

The role is focused on helping establish, guide and support communities of practice in computational research. The primary mechanism for this will be the communities of practice established by the Institute (including the Institute Fellowship Programme) but engagement with programmes run by Institute SSI partners and other large scale activities such as the European Open Science Cloud (EOSC) are another focus.

Dependent on grade you will deputise (grade 6) or lead (grade 7) the Fellowship Programme and the Community Workshop series, especially the premier annual Collaborations Workshop run by the Institute. You will participate in data collection and analysis to help assess the activities undertaken, aid reporting and guide activities. You will work closely with colleagues at the four partner sites (the Universities of Edinburgh, Manchester, Oxford and Southampton) and collaborators in the UK and worldwide, including other Research Software Community team groups.

Relevant background in computing or computational research pertaining to research software, an understanding of and interest in the research software community, working well in a distributed team, having a people focus, excellent writing and communication skills, experience in event organisation, experience with software engineering, attention to detail and a pragmatic can-do attitude are all features of the successful post holder. You will love to help people improve themselves, and connecting people together.

You will be line managed by the Institute's Community Lead and be given the appropriate development, guidance and challenges commensurate with the grade they are recruited at.

## Overall Purpose of the Job

You will (depending on grade) deputise (grade 6) or lead (grade 7) the development of communities of practice in the research software space, in collaboration with other members of the Institute's Community team (distributed across the four partner sites). You will contribute to and help develop the community programme of the Software Sustainability Institute to support the goals of the Institute.

You will deputise or lead on running the Fellowship Programme from selection through to effective support to help the Fellows reach their objectives and while aiding alignment with the Institute goals around skills and training; recognition and rewards for software, career paths and reproducible research.

You will deputise or lead on the development of the event programme of the Institute, collaborating

with other members of the Institute staff. The key focus will be on the Collaborations Workshop series (www.software.ac.uk/programmes-and-events/collaborations-workshops).

You will contribute towards (grade 6) or lead similar initiatives (grade 7) in the space of developing community building materials (e.g. the Event Organisation Guide of the Institute - softwaresaved.github.io/event-organisation-guide/) and community derived best practices (e.g. Ten simple rules for measuring the impact of workshops - doi.org/10.1371/journal.pcbi.1006191).

**Key Responsibilities, Accountabilities or Duties**

The range of duties will include specific tasks related to the job role. A key feature of the role is its collaborative and consensus driven nature, working closely with colleagues at the four partner sites and collaborators in the UK and worldwide.

- Deputise (grade 6) or Lead (grade 7) on the formulation, rubrics, promotion, management and related guidance and attendance of matters pertaining to the Institute's Fellowship Programme.
- Support the Fellows plans offering tailored advice and connecting the Fellows with other relevant activities to maximise the return on investment in their activities.
- Deputise or Lead on the conceptualisation, organisation and running of the Institute's premier event the Collaborations Workshop.
- Running or co-organising other workshops in the UK (grade 6) or at European/International levels (grade 7) of relevance to the mission of the Institute in the space of research software topics such as skills and training, recognition and rewards, career paths and reproducible research.
- (Depending on development skills) either take over the maintenance and development of the lowFAT Fellows management systems (that combines funding requests, payment requests and blog posts) or act as the product owner for this task negotiating relevant development time from the head of the Research Software Group at the Institute.
- Content Editorial responsibilities while working with Institute authors and external contributing authors (e.g. blog posts, workshop pages and guides).
- Attend and present at relevant Open Source, Open Software and Research Software events to raise the profile of Research Software and increase the reach of the Institute's network and future collaborative opportunities.
- Contribute to the development and delivery of a Community Training curriculum that targets the Fellows in the first instance and to best practice guidance derived from community efforts.
- Other tasks as commensurate with your grade, experience and organisational needs.

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The University of Manchester

**PERSON SPECIFICATION**

**Essential requirements (grade 6):**

- Excellent writing and communication skills, experience of writing promotional materials, blog posts and contributed to writing reports and papers, presented work to external audiences.
- Attendance and awareness of community orientated research software events.
- Experience of event organisation.
- Experience of software engineering.
- Experience of literature/desk review techniques e.g. summarising documentation, papers, blog posts
- Participation in the formation or maturation of a Community of Practice, ideally in the research software space.
- A passion to learn more about software use and the research it is applied to in different fields of study.
- Being productive and comfortable working in collaborative, multidisciplinary and inclusive teams that are geographically distributed and with a diverse set of people.
- Excellent interpersonal skills.
- A willingness to travel in the UK, Europe or internationally when required.
- Good BSc (or higher degree) in computing or scientific subject, or equivalent experience
- A PhD (or higher degree) in computing or computing-related subject, or equivalent experience.
- Knowledge of project management techniques e.g. traditional and agile.

**Essential requirements (grade 7),** note - these are in addition to those that are Essential at 6):

- Lead organiser of multi-day workshops with 80 attendees or above.
- Leadership position in the research software or computational training area.
- Leadership role in the formation or maturation of a Community of Practice in the research software space.
- Lead author on workshop report, best practices paper or research paper.
- Experience of holding the Product Ownership Role of a software tool.
- Responsibility for management of people and project funds, and preparation of budgets.
- Experience of editing and reviewing material for house style and content e.g. blog. posts, reports, promotional and dissemination materials.
- Project management responsibility.

**Desirable 6 or 7:**

- Experience of working in (grade 6) or leading (grade 7) geographically distributed teams.
- Domain knowledge in a research software relevant area to allow participation in events and to offer insights from experience.
- Leadership of a software product.

- Software development skills relevant to web applications (ideally, Python and Django experience) or relevant experience that would allow a cross over.
- Teaching or supervising students.
- Co-organisation, advisory and review roles on research community organised workshops not necessarily led by you or your organisation.
- Participated in international community or training related activities in the research software space.
- Statistical knowledge and practice.
- An understanding of Intellectual Property matters related to software and data.
- Video editing, production and publishing skills, ideally with ability to guide other more junior staff through the process and performing the QA.
- Horizon scanning for latest trends in research software.
- An understanding how finance works in academic projects.
- Being fluent at using social networking channels for scientific discourse and community engagement.