Research Data Services Librarian/Manager

Applications are invited for the appointment of a Research Data Services Librarian/Manager in the Li Ka Shing Library, Singapore Management University.

Singapore Management University Library will be developing a research data service within its Scholarly Communication unit. The position holder will be responsible for strategically developing and building research data services in support of SMU researchers’ needs to manage, preserve and provide access to their own and other data sets. The Research Data Service provides support for acquisition of data sets, organization, access and use of primary and secondary data resources, data extraction and research data stewardship.

The Research Data Services Librarian will work collaboratively with faculty, students, and staff throughout SMU to help them with their research data management planning process. He/She will design, develop and maintain appropriate systems and infrastructure needed to support research data curation and access services in collaboration with relevant units of the university and the library.

Responsibilities

1. In consultation with other library staff and the Head, Scholarly Communication, provide leadership in the development and implementation of Library’s Research Data Services
2. Understanding the evolving research data curation needs of SMU researchers, using various channels
3. Manage the daily operations of the research data services to SMU researchers, including acquisition of data resources, support on accessing and using data resources, data extraction, and management of resource sharing and storage
4. Develop and implement policies, workflows, and infrastructure regarding the management of data resources
5. Provide assistance and user education services, such as workshops and online learning materials, on research data management and research data use
6. Liaise with the Library Technology and Innovation unit and SMU’s Integrated Information Technology Services on development and support of systems, infrastructure, software applications in relation to research data curation
7. Promote the Research Data Services
8. Undertake research and development in the areas of data and information management
9. Participate in library wide projects and services
Requirements

1. Masters/undergraduate degree in business, economics, social sciences or information systems. Preferably a Masters in library and information science from a recognized university
2. Experience working with research data management as a researcher or research data manager or digital archivist
3. Knowledge of issues and developments in eResearch, data management and scholarly communication
4. Knowledge of major quantitative and qualitative software packages used in social sciences and business such as SAS, SPSS, Matlab, NVivo, Strata
5. Highly developed organisational and analytical skills with demonstrated ability to work independently as well as collaboratively, to set priorities, show initiative and balance the demands of working in a multi-functional work environment
6. Experience in information management or content management, with knowledge of current technologies and standards used in institutional repositories and metadata

Details about the position is available at http://library.smu.edu.sg/about-us-career-opportunities

How to Apply
Interested applicants, please email your resume with a covering letter to libjob@smu.edu.sg. The covering letter must state the applicants’ responses to the selection criteria. Only short-listed candidates will be contacted.