

**Job Description and Person Specification  
IRC169873**



**British Oceanographic  
Data Centre**

NATURAL ENVIRONMENT RESEARCH COUNCIL

Job Description	
<b>Department / Division:</b>	British Oceanographic Data Centre (BODC), National Oceanography Centre (NOC) This post will be based in Liverpool or Southampton
<b>Post Title:</b>	Data Scientists
<b>Grade:</b>	NERC Band 6/7
<b>Posts Responsible to (and Level):</b>	NERC Band 5/6
<b>Posts Responsible for (and Level):</b>	N/A
<b>Job Purpose:</b>	
<ul style="list-style-type: none"> <li>To provide data management to a diverse range of marine research projects funded by NERC and non-NERC customers.</li> <li>Marine science research cruises generate large volumes of complex multi-disciplinary marine data.</li> <li>To ensure the long term availability of these datasets to scientists, policy makers, industry and the public BODC quality controls, curates and makes them available through our website.</li> <li>This role involves processing the data through the complete data life cycle from collection to web dissemination.</li> </ul>	
<b>Key Accountabilities/Primary Responsibilities:</b>	<b>% Time</b>
<ul style="list-style-type: none"> <li>Data management planning for cruises</li> <li>Processing, documenting and quality controlling data</li> <li>Liaising with Principal Investigating Scientists</li> <li>Maintaining data tracking systems</li> <li>Archiving data into databases</li> <li>Making data available over the Web</li> </ul>	10 50 10 10 10 10
<b>Internal &amp; External Relationships: (nature &amp; purpose of relationships)</b>	
<b>Internal:</b>	
<ul style="list-style-type: none"> <li>Other Data Scientists:               <ul style="list-style-type: none"> <li>Working as a team to maximize the amount of marine data BODC provides to marine community.</li> <li>Sharing and learning data management skills and techniques.</li> </ul> </li> <li>BODC management:               <ul style="list-style-type: none"> <li>Reporting on project status and data availability.</li> </ul> </li> </ul>	

**External:**

- Research Scientists:
  - Developing and implementing data management plans.
  - Post-cruise follow up to ensure data and metadata are provided to BODC.
- Marine science community:
  - Informing and advocating data management best practice.

**Special Requirements:**

- All staff are expected to:
  - Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the NERC Equal Opportunities policy;
  - Help maintain a safe working environment by:
    - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand;
    - Following local codes of safe working practices
  - Ensure that their actions conform with the overall environmental aims of the Centre and minimise their environmental impact
  - Undertake such other duties within the scope of the post as may be requested by your Manager.
  - Comply with the NERC Core Expectations

This job description reflects the core activities of the post, as the Centre and the post-holder develops there will inevitably be some changes in the emphasis to the duties of the post. NERC expects that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in training where necessary. Should significant changes to the job description become necessary, the post-holder will be consulted and the changes reflected in a revised job description.

Person Specification			
Criteria	Essential	Desirable	How to be assessed
<p><b>Personal Skills / Qualities:</b></p> <p>Quality: An attention to detail and accuracy.</p> <p>Initiative: can work independently, but knows when to consult.</p> <p>Self-improver: always striving to improve how you work.</p> <p>Interest: An interest in marine science.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		CV/Interview/References
<p><b>Knowledge &amp; Experience related to position:</b></p> <p>Experience processing and quality controlling science data sets</p> <p>Knowledge of observational techniques and instrumentation in marine science</p> <p>Experience with scientific computing software, e.g. matlab</p> <p>Experience with database systems, e.g. Microsoft access, Oracle, SQL</p> <p>Knowledge of marine science</p> <p><b>For higher level Band 6:</b></p> <p>Experience processing and quality controlling large or complex marine science data sets</p> <p>Skills in analysing and interpreting marine science data</p> <p>Working knowledge of marine data management and metadata generation/distribution.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	CV/Interview/References
<p><b>Qualifications:</b></p> <p>Honours degree or MSc in Marine Science.</p> <p><b>For higher level Band 6:</b></p> <p>PhD in Marine Science or at least three years relevant postgraduate work experience.</p>	<p>✓</p> <p>✓</p>		CV/Certificates

<p><b>Presence / Communication Skills:</b></p> <p>The ability to organise and schedule their own work effectively, to plan ahead and meet deadlines on budget.</p> <p>Good written skills.</p> <p>Good oral presentation skills.</p> <p><b>For higher level Band 6:</b> Experience in presenting data and science material at workshops and science meetings.</p> <p>Negotiation and networking skills.</p> <p>Project management experience.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>CV/Interview/ References</p>
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