

**Job Description: Professional Service Positions**

<b>Faculty/Directorate/Service Area:</b>	Faculty of Medicine, Health and Life Sciences (FMHLS)
<b>Job Title:</b>	Data Manager
<b>Department/Subject:</b>	Data Science
<b>Salary:</b>	Grade 9: £46,735 to £55,755 per annum together with USS pension benefits
<b>Hours of work:</b>	35 hours/week (FTE100%)
<b>Contract:</b>	This is a fixed term position until 31 <sup>st</sup> August 2028
<b>Location:</b>	This position based at the Singleton Campus

**Main Purpose of Post**

The Data Manager will manage the lifecycle, quality, governance, and operational management of data within the [DATAMIND Trusted Research Environment \(TRE\) platform](#).

They are responsible for supporting data ingestion, curation, quality assurance, metadata standards, governance compliance, and user data out support within the DATAMIND TRE. The successful candidate will work closely with researchers, analysts, technical teams, and governance stakeholders to ensure datasets are secure, accurate, accessible, and compliant with relevant regulations and policies.

Key responsibilities:

- Data Governance & Compliance
  1. Ensure all datasets within the TRE comply with GDPR, data sharing agreements, and organisational governance policies.
  2. Maintain audit trails, data documentation, and access records.
  3. Monitor audit logs.
  4. Support Data Protection Impact Assessments (DPIAs) and governance reviews.
  5. Monitor and enforce data retention, archiving, and disposal procedures.
  6. Liaise with Information Governance boards.
- Data Management
  7. Coordinate secure ingestion, validation, transformation, and maintenance of datasets.
  8. Develop and maintain metadata standards, data dictionaries, and documentation.
  9. User access provisioning / deprovisioning.
  10. Implement data quality checks and resolve inconsistencies or integrity issues.
  11. Manage version control and dataset updates across projects.
  12. Support disclosure control / statistical disclosure review.
  13. Manage approved outputs.
- Stakeholder Support
  14. Work with researchers and project teams to understand data requirements.
  15. Provide guidance on data standards, secure handling, and best practices.
  16. Support onboarding of new projects and users into the TRE.
  17. Assist in responding to data-related queries, audits, and reporting requests.
- Technical & Operational Support
  18. Collaborate with technical teams to optimise data workflows and automation.



	<p>19. Support integration of datasets from multiple sources and formats.</p> <p>20. Contribute to the development of standard operating procedures (SOPs).</p> <p>21. Assist with system testing, upgrades, and process improvements.</p>
<p><b>General Duties</b></p>	<p>22. To fully engage with the University's Performance Enabling and Welsh language policies</p> <p>23. To promote equality and diversity in working practices and to maintain positive working relationships.</p> <p>24. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.</p> <p>25. Any other duties as agreed by the Faculty / Directorate / Service Area.</p> <p>26. To ensure that risk management is an integral part of your day-to-day activities to ensure working practices are compliant with the University's Risk Management Policy.</p>
<p><b>Leadership Values</b></p>	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values: <a href="#">Professional services values</a> and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>In addition you will operate to a defined set of <a href="#">Leadership Values</a>:</p> <p><b>We are Professional</b></p> <p>We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance.</p> <p><b>We Work Together</b></p> <p>We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the "big picture" and harnessing ideas and opportunities to achieve the University's vision.</p> <p><b>We Care</b></p> <p>We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motivate and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand.</p> <p>Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p><b>Person Specification</b></p>	<p><b>Leadership Values:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions.</li> <li>2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge.</li> </ol>



3. Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care.

**Qualification:**

4. Degree in Data Science, Information Management, Computer Science, Health Informatics or related field.
5. Relevant professional certifications are desirable.

**Experience:**

6. Experience in data management, data governance, or information management roles.
7. Strong understanding of data protection regulations, including GDPR.
8. Experience working with sensitive or confidential datasets.
9. Knowledge of database systems, data standards, and metadata management.
10. Strong analytical and problem-solving skills.
11. Excellent organisational and documentation abilities.
12. Ability to communicate effectively with technical and non-technical stakeholders

**Knowledge and Skills:**

13. Excellent organisational skills, the ability to plan and manage a variety of tasks simultaneously, and to organise and prioritise own work and that of others in order to meet project milestones.
14. Excellent communication skills with the ability to communicate complex ideas succinctly and effectively to a range of audiences through different media.
15. Ability to seek out, analyse and interpret information from a wide variety of sources.
16. High level of computer literacy with a thorough knowledge of Microsoft Office software.
17. Strong emotional intelligence – empathetic, supportive, seeks out feedback and uses it to support self-development.

**Desirable Criteria:**

18. Experience working within a TRE, healthcare or research setting, including familiarity with TRE standards and secure research environments.
19. Familiarity with SQL, Python, R, or data processing tools.
20. Knowledge of information security standards such as ISO 27001 or NHS DSP Toolkit.
21. Experience with cloud-based data platforms and secure research infrastructures.
22. Understanding of research governance and ethical approvals processes.

**Welsh Language Level**

Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).

**Additional Information**

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