

### **Job Description: Professional Service Positions**

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| <b>Faculty/Directorate/Service Area:</b> | FHMLS                                                                     |
| <b>Job Title:</b>                        | Metadata Standards Manager                                                |
| <b>Department/Subject:</b>               | Population Data Science                                                   |
| <b>Salary:</b>                           | Grade 8 - £39,906 to £46,049 per annum together with USS pension benefits |
| <b>Hours of work:</b>                    | 35 hours – Monday to Friday – 9-5                                         |
| <b>Number of positions:</b>              | 1                                                                         |
| <b>Contract:</b>                         | This is a fixed term position until 30th June 2027                        |
| <b>Location:</b>                         | This position will be based at the Singleton Campus                       |

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| <b>Main Purpose of Post</b> | <p>The Metadata Standards Manager will lead the development, harmonisation, transformation, and operational management of metadata standards and metadata pipelines across major national research infrastructures and Trusted Research Environments (TREs) hosted within SeRP.</p> <p>The postholder will play a critical role in enabling discoverability, interoperability, federation, and reuse of longitudinal population study metadata across national and international research ecosystems. Working across multiple programmes, data custodians, and technical teams, the role will manage the standardisation and transformation of study-level and variable-level metadata into formats suitable for a range of discovery platforms, metadata catalogues, and interoperability standards.</p> <p>The role will contribute the development of minimum metadata standards, harmonised metadata models, metadata mappings, and metadata quality assurance processes.</p> <p>The role requires a combination of technical understanding, operational delivery, stakeholder engagement and metadata governance expertise.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | <p><b>Metadata Standards and Harmonisation</b></p> <ol style="list-style-type: none"> <li>1. Lead the development, implementation, and maintenance of metadata standards and harmonisation approaches across the Population Research Gateway and wider Neurological Data Platform ecosystem.</li> <li>2. Develop and maintain metadata models, schemas, templates, mappings, controlled vocabularies, and transformation rules for study-level and variable-level metadata.</li> <li>3. Support the development of minimum metadata standards for longitudinal population studies and ensure alignment with recognised standards and frameworks.</li> <li>4. Coordinate and undertake metadata transformation, reformatting, cleansing, normalisation, and quality assurance activities across multiple datasets and cohort infrastructures.</li> <li>5. Work with data custodians and programme teams to map metadata into standardised formats suitable for ingestion into discovery platforms and federated metadata catalogues.</li> <li>6. Support the creation and maintenance of metadata provenance documentation, transformation documentation, and metadata version control processes.</li> <li>7. Contribute to the development of automated metadata harmonisation and metadata ingestion workflows.</li> </ol> <p><b>Data Discovery and Interoperability</b></p> <ol style="list-style-type: none"> <li>8. Ensure metadata is prepared, structured, and maintained in formats suitable for multiple discovery platforms, APIs, federated search environments, and metadata exchange services.</li> </ol> |

9. Support interoperability between SeRP-hosted metadata systems and external discovery platforms including the Population Research Gateway and HDR UK Gateway.
10. Work closely with technical teams to support metadata ingestion pipelines, APIs, search optimisation, ontology mapping, and metadata federation activities.
11. Support implementation of metadata mappings to standards required for cohort discovery, variable-level discovery, and federated query tools.
12. Contribute to the development of metadata processes supporting AI-enabled discovery, NLP-based metadata enrichment, and semantic search initiatives.

### Stakeholder Engagement and Operational Delivery

13. Work collaboratively with researchers, data custodians, cohort teams, technical teams, and programme managers to support metadata onboarding and harmonisation activities.
14. Provide specialist metadata advice and operational support to SeRP tenancies and hubs, including DPUK, DATAMIND, UKLLC, and other Neurological Data Platform programmes.
15. Deliver guidance, documentation, templates, training materials, and operational procedures relating to metadata standards and metadata management.
16. Support and contribute to metadata-focused workshops, community-of-practice activities, and stakeholder engagement meetings.
17. Build effective relationships with national partners including HDR UK, NHS organisations, universities, Trusted Research Environments, and cohort custodians.
18. Host and facilitate metadata workshops, working groups, and community-of-practice events to support the development, adoption, and continuous improvement of metadata standards, harmonisation approaches, and metadata management strategies across national research infrastructures and data platforms.
19. Lead stakeholder engagement activities to build consensus around metadata standards, interoperability requirements, and best practice approaches for metadata management and data discovery.
20. The role requires occasional travel across the UK, including attendance at stakeholder meetings, workshops, conferences, and partner organisations.

### Governance, Quality and Compliance

18. Ensure metadata activities are conducted in accordance with relevant governance frameworks, information governance requirements, and organisational policies.
19. Contribute to metadata quality assurance processes and continuous improvement activities.
20. Support auditability, transparency, and reproducibility of metadata transformation and harmonisation processes.
21. Maintain awareness of emerging metadata standards, interoperability frameworks, and developments across the UK and international research data landscape

### General Duties

1. To fully engage with the University's Performance Enabling and Welsh language policies
2. To promote equality and diversity in working practices and to maintain positive working relationships.
3. 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.
4. Any other duties as agreed by the Faculty / Directorate / Service Area.
5. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy

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| Professional Services Values | <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><b>We are Professional</b></p> <p>We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p><b>We Work Together</b></p> <p>We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p><b>We Care</b></p> <p>We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Person Specification         | <p><b><u>Essential Criteria:</u></b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Demonstrable evidence of taking pride in delivering professional services and solutions</li> <li>• Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.</li> <li>• Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience</li> </ul> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent professional experience in a relevant discipline such as health informatics, data science, computer science, information management, biomedical sciences or related field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience working with metadata standards, metadata management or data harmonisation activities within research or data-intensive environments.</li> <li>• Experience working with structured data and metadata transformation processes.</li> <li>• Experience supporting data discovery, interoperability or federated data initiatives.</li> <li>• Experience engaging with researchers, technical teams and external stakeholders.</li> <li>• Experience producing operational documentation, standards, templates, or guidance materials.</li> <li>• Experience working across multiple concurrent projects and priorities.</li> <li>• Experience of planning, organising, and facilitating workshops, stakeholder engagement events, or working groups involving technical and non-technical participants.</li> </ul> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong analytical and problem-solving skills.</li> <li>• Excellent organisational and operational delivery skills.</li> </ul> |

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|                        | <ul style="list-style-type: none"> <li>• Strong written and verbal communication skills.</li> <li>• Ability to communicate technical concepts to non-technical audiences.</li> <li>• Ability to build collaborative relationships across multidisciplinary teams.</li> <li>• Strong attention to detail and commitment to data quality</li> <li>• Excellent workshop facilitation, stakeholder engagement, and consensus-building skills, with the ability to bring together diverse groups to develop shared approaches and solutions.</li> </ul> <p><b>Desirable Criteria:</b></p> <ul style="list-style-type: none"> <li>• Experience working with longitudinal population study data or health research data.</li> <li>• Experience with metadata standards</li> <li>• Experience working within a Trusted Research Environment or secure data infrastructure.</li> <li>• Experience contributing to national data infrastructure or interoperability programmes.</li> <li>• Experience supporting AI-enabled metadata discovery or semantic search initiatives.</li> <li>• Knowledge of FAIR data principles.</li> </ul> |
| Welsh Language Level   | <p>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.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available <a href="#">here</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Additional Information | <p>Informal enquiries: Emma Squires – <a href="mailto:emma@chi.swan.ac.uk">emma@chi.swan.ac.uk</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

