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Developed by:..... SAS
Reviewed by:.....JSM
Approved by:..... LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Data Governance/OECI
DIVISION: Academic Affairs (Graduate School of Oceanography)
REPORTS TO: Executive Director, OECI
GRADE: 11
SUPERVISES Staff, students and consultants as needed.

BASIC FUNCTION:

Under the direction of the Ocean Exploration Cooperative Institute (OECI) Executive Director, be responsible for and direct the implementation of the OECI Data Management Plan. In coordination with partner institutions, integrate the data management policy before, during, and after each OECI expedition to ensure data collected makes it to designated repository in the correct format and on time. Provide insight into the data collected by the OECI through performance metrics designed to highlight the positive impact of the OECI.

Direct the advancement of data management for the OECI through the application of new software tools and approaches, development of new software, and the development of new approaches or practices. Collaborate closely with partner institutions (Ocean Exploration Trust, Woods Hole Oceanographic Institution, University of New Hampshire, and University of Southern Mississippi) as well as NOAA Ocean Exploration and the National Center for Environmental Information. In addition to these existing partners in the OECI, seek out data management best practices that can be incorporated into the OECI.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for directing and implementing the data management strategy of the OECI. Lead and coordinate the development of data management plans for OECI activities and ensure the data collection, documentation, processing, and archiving of data are in compliance with the OECI data management strategy. Responsible for ensuring that the partners have the required tools, systems, and personnel to execute the data management strategy.

In coordination with partner institutions and NOAA, facilitate data governance, including the development and implementation of data governance policies and procedures.

Participate in the OECI Data Management Working Group. Participate in the activities of the OECI Executive Office including weekly meetings.

Coordinate the development and execution of data management plans for all OECI activities in which data will be collected. Identify program and process improvements that will improve data documentation and use and eliminate redundancies of effort across partners.

Ensure effective communication between OECI partners and NOAA on the topic of data management.

Ensure that OECI data collections are documented for publication in OECI reports and on the OECI web page. Manage data request processes, fulfillment obligations and timelines, and oversee the release of data back to requestors, partner agencies, researchers and decision makers. Build and maintain relationships with external stakeholders; Manage stakeholder expectations, involvement, and contributions. Manage consultant relationships.

Cultivate positive relationships with government officials, nonprofit leaders, and academic researchers and strive to improve collaborations among these groups. Work with OECI participants on project strategy and development as it relates to OECI data management (i.e., planning and design of projects ranging from data stories to dashboards to software applications.) Interpret and apply rules, policies, and regulations pertaining to Federal funding agencies and work with OECI leadership to operationalize them. Manage OECI data-specific budgets, costs, scope, deliverables, and outcomes. Engage in OECI dialogue on topics such as data storage and data-sharing to ensure that all risk management, confidentiality, and security best practices are in place.

Present to partners, stakeholders, policymakers, and elected officials about information, data products, and findings from OECI data collection activities at the local and national level. Contribute to outreach and dissemination activities and disseminate performance metrics from OECI data collection activities.

Supervise and coordinate the work of professional staff, consultants, and graduate and undergraduate students.

OTHER DUTIES AND RESPONSIBILITIES:

Travel occasionally to partner institutions and NOAA offices to facilitate coordination on data management activities.

Participation in projects at sea is encouraged but is not mandatory.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Data products and software, personal computers, and software development.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of data-related work experience (i.e. data, project management, research, software development) in a complex setting; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated understanding of how ocean exploration data use can support and inform scientific research; Demonstrated understanding of how ocean exploration data use can support and inform policies & programs; Demonstrated project management and meeting facilitation experience; Demonstrated ability to interact with a variety of stakeholders; Demonstrated ability to mediate multiple perspectives to get to a solution; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in geographic information systems; Demonstrated experience in software development, including code design and creation; Demonstrated knowledge of ocean exploration data types (i.e., digital still and video imagery, multibeam sonar, sidescan sonar, seismic data, and physical samples); Demonstrated familiarity with best practices for data archiving including F.A.I.R. (findable, accessible, interoperable, reusable); and, Demonstrated familiarity with best practices for data archiving including the national archives in which oceanographic data is stored.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.