Project Officer

Job advert

**27/10/2023**

**Do you believe in the power of data and think this power should be used to improve the lives of the people living in Scotland? Research Data Scotland needs you!**

Are you a self-starter, with bags of energy? Do you pride yourself on being well organised with a keen eye for detail? Have you experience of working in project support or co-ordination? We’re offering a brilliant opportunity to work with experts in the data field across all RDS programmes. These projects will deliver data innovation to transform services and improve wellbeing and the Project Officer will play a big part in making that happen.

# About us

Research Data Scotland is a charity set up by the Scottish public sector and leading universities. We help researchers find and make use of data that can improve the lives of people in Scotland. Working in partnership, we do this by widening the range of data available, creating new data assets and providing a single point of contact for safe, secure and effective access to public data in a trustworthy manner.

Data is often locked away in lots of individual systems, across many different organisations, and isn’t in a format that makes access or integration easy. We can help researchers to unlock the potential of this data by giving them information and advice that speeds up and simplifies their work.

RDS aims to provide a step change in the service to researchers, whilst maintaining the high standards of information governance and data security already in place. We aim to work as openly as possible, maintaining standards in transparency and ethics. Our focus is on providing a streamlined service for researchers, as well as extending the range of data available through the service, particularly in the areas of Covid-19, NHS imaging, geospatial data, children and justice services.

Our partners include: Scottish Government, Public Health Scotland, National Records of Scotland (NRS), and the Universities of Aberdeen, Dundee, Edinburgh and Glasgow. We work closely with the national and regional safe havens. And we are in contact with other organisations in Scotland and across the UK in the data research sector, including public sector, research and commercial bodies.

# About the job

The Project Officer will work alongside Project Managers, Delivery Managers, Data Project Leads and other Data Team Managers to support and co-ordinate their work. No two days will be alike, but you should expect to undertake a wide variety of tasks to help the department run smoothly. You may be scheduling meetings, setting the agenda and distributing papers for all attendees. You’ll be on hand to capture actions and maintain the project risk registers. You’ll prepare meeting papers, taking the time to make sure the information is engaging, presented factually and complete. You’ll update and maintain all the project documentation, including tracking budget spend.

About you

You are a self-starter, with experience of co-ordinating and overseeing project activities. You are very organised with experience in detailed record keeping. You’ll have excellent verbal and written skills and a good understanding of the tools, practices and techniques to document all aspects of our project portfolio.

# Life at RDS

We are a small friendly and highly engaged team of people. We promote continuous learning and work hard to build an inclusive and supportive workplace culture. We live our values of; integrity, transparency, courage, collaboration and humility.

Our people typically work a 35-hour week, with hybrid working on offer from day one. You can choose to work flexibly from home or use one of our desks in the Bayes Centre in central Edinburgh. The whole RDS team meets one day per month in-person in Edinburgh or at an off-site away day in the Central Belt. Individual teams organise their own in-person days to collaborate, develop and socialise together.

We offer 33 days’ annual leave (including public holidays) and have no set closure days. We have a generous pension and enhanced pay for parental/adoption leave. This list of benefits is being added to as the organisation develops, and you can help shape it as part of the team. Our Culture Group helps us seek feedback from colleagues across the organisation to make RDS an even better place to work.

# Apply

We like to keep our application processes as simple and human-centred as we can.

To apply, we just need your CV and a cover letter outlining how your skills and experience match the job and person specification.

If you’re ready to apply, send your CV and covering letter to [jobs@researchdata.scot](mailto:jobs@researchdata.scot) Or email us for an informal chat about RDS and the role.

If we can make any adjustments to our standard application or selection process to make things easier for you, please let us know.

**Equal opportunities**

Research Data Scotland is an Equal Opportunities employer that is committed to diversity and inclusion in the workplace. All our hiring decisions are based on merit, qualifications and business needs. We’d really appreciate you sending a completed [equalities monitoring form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_a1f635f43bf24b619bd55ea959af7e83.docx&wdOrigin=BROWSELINK) with your application, so we can ensure we are meeting our commitments.

# Other information

[Skills for Success](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_ff9d527d8ee34d0db0d6fa40aa59adb3.doc&wdOrigin=BROWSELINK) and [Candidate Privacy Notice](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_5185eb9161334891ba8fca98f32e9e59.docx&wdOrigin=BROWSELINK).

# Job description and person specification

Role Project Officer

Pay B1: £30,183 - £35,728. RDS employees start at the first point on the scale. For roles where there are recognised recruitment difficulties or under other exceptional circumstances, a level of flexibility may be considered.

Hours 35 per week

Employment type 2 year fixed term contract. We are happy to discuss a secondment from similarly minded organisations providing you have prior agreement from your department director or line manager.

Closing date 12 Nov 2023

Reports to Project Manager

Direct reports Not applicable

## Responsibilities

* Support and co-ordinate all projects and programmes working alongside Project Managers, Delivery Managers, Data Project Leads and Data Team Managers.
* Co-ordinate and schedule workshops and meetings, setting agendas, collating and distributing papers and minutes and ensuring timelines are shared and follow up actions captured.
* Maintain detailed project plans ensuring risks, dependencies, issues and constraints are recorded accurately.
* Maintain risk and action logs and liaise with action owners to ensure updates are captured on a timely basis. Escalate issues and outstanding actions where appropriate.
* Support other work across the project portfolio and framework such as tracking work on business cases to justify projects, ensuring costs/spend and change requests are tracked and monitored effectively.

## Person specification

### Knowledge, skills and experience

**Essential**

* Experience of managing competing priorities with flexibility to adapt to changing business needs.
* Excellent written and verbal communications skills.
* Ability to develop positive working relationships and work successfully with a range of stakeholders at all levels.
* Experience in successfully supporting projects or programmes (ideally in an academic, data or STEM environment)
* Proficient IT skills - Microsoft suite etc.

**Desirable**

* Experience in the public or charity sector

**Qualifications**

* Minimum National 5’s/Standard grade/’O’ grade or equivalent in Maths and English
* Relevant professional development

### Key competencies

* Communication and Engagement
* Improving organisational performance
* Analysis and use of evidence
* Team working