Job posting

Type of position

- [ ] scientific
- [x] administrative

Target group

- [ ] graduates
- [ ] post docs
- [x] other

Title

Join us at IMB as

Data Steward/ Data Manager (m/f/d)
(Ref. No. VWDM01)

Institution

IMB (www.imb.de) is a research institute on the campus of Johannes Gutenberg University in Mainz, Germany. It is generously funded by the Boehringer Ingelheim Foundation and the state of Rhineland-Palatinate. Our research focuses on epigenetics, DNA repair, developmental biology and aging and ranges from the molecular level to organismic, systems and computational approaches. Researchers at IMB are supported by strong core facilities that offer state-of-the-art services.

Position

We are looking for a motivated data steward or data manager. Candidates with previous experience in research data management are strongly encouraged to apply.

The position

• The purpose of this newly established position is the implementation of IMB data governance processes, policies, and guidelines and will administer IMB’s entire research data in compliance with policy and/or regulatory obligations. In addition, the Manager will establish an IMB repository for long-term sharing of relevant research data generated within IMB and its different research initiatives.

Responsibilities

Tasks and Responsibilities

• Further refine the existing data management guidelines of the institute
• Help researchers meet the data management guidelines of the institute, DFG, and EU
• Quality-control datasets and prepare data and metadata for submission to repositories
• Create an IMB repository for different kinds of data
• Develop and implement data security concepts, including risk management
• Handle data access requests and manage all necessary legal processes
• Educate staff in good practices for research data management and integrity
Requirements

Minimum Requirements
- Master's degree or equivalent qualification in bioinformatics, computational biology, biological science, computer science, or other fields, possibly with a PhD degree
- Strong communication skills and team spirit
- Experience in working with big data, data management, and data repositories
- Excellent written and oral communication skills in English
- Proficiency with UNIX-based systems and relevant programming languages such as R, Python, or Django

Why join us?
We offer a stimulating, diverse and international research environment with a pleasant working atmosphere and informal culture. The institute is modern, well equipped and centrally located with good public transport links and parking.

Our offer includes
- Competitive salary and favourable pension scheme
- Advanced training opportunities
- Employee events
- Job Ticket
- Flexible working hours
- Possibility to work part-time
- Home office or hybrid working possibilities

What else you need to know:
- Starting Date: 1 March 2023 or sooner
- Duration: The position is initially available for two years with the possibility of extension.
- Application Deadline: 31 December 2022
- International applicants: We will assist you through the visa process and also with your application for a residence/work permit after your arrival in Mainz.

Application procedure (deadline etc.)

Have we sparked your interest?
To apply, please send a single PDF file containing your cover letter, CV, certificates and contact information of at least two professional references quoting Ref. No. VWDM01 to hr@imb-mainz.de. Informal enquiries should be addressed to Dr. Björn Kruspig. IMB is an equal opportunity employer.

Declaration of Consent and Data Protection
By sending us your application, you are consenting to us saving your personal data in order to carry out the selection process.
You can find more information on data protection and retention periods at https://www.imb.de/jobs/data-protection.

Contact hr@imb-mainz.de