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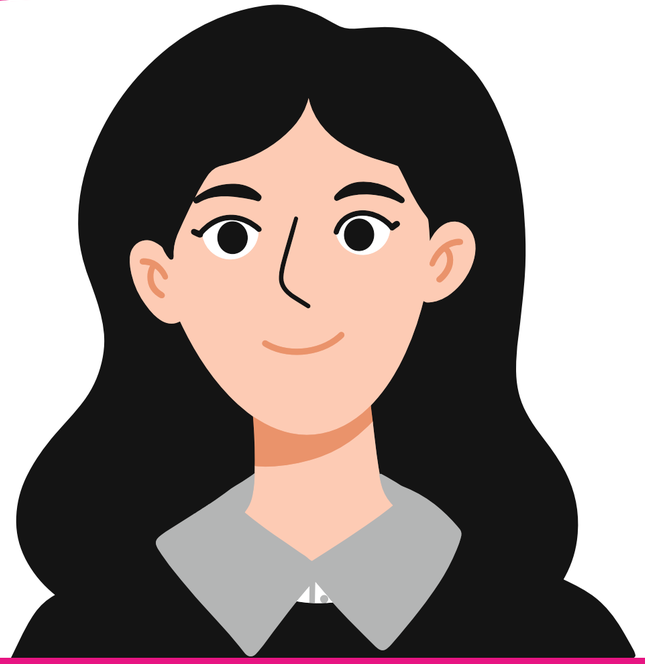
Institutional Data Steward



“I don’t want Open Science to stop at policies. It needs to work in practice — in tools, in data, and in people’s minds.”

Challenges: limited capacities and high workload, complex coordination across departments and faculties

My goal: connect institutional strategy with everyday research practice, strengthen the culture of data sharing and reuse, advance Open Science within the institution

What I need: access to up-to-date tools and training, institutional support, space for sharing good practice with colleagues

Job Description

I ensure that Open Science is not only written in policies but also implemented in daily practice.
I test and introduce new tools (DSW, repositories, GitHub), set up workflows, and coordinate collaboration between departments (research units – library – IT).
I represent the institution externally and help develop its internal data stewardship infrastructure and the competencies of other data stewards.

Example from practice

Setting Up a New Institutional Policy for Research Data Management
Together with IT and the library, I unified the institution’s methodologies, updated DMP templates and created an overview of recommended repositories.
I also prepared a series of workshops enabling data stewards to test the tools we use (DSW, Zenodo, GitHub) and adapt them to the specific needs of different faculties.

MY PROFILE

PROXIMITY TO RESEARCH
Administration — **Research**

IT SKILLS
MS Office — **Programming**

SCOPE
Team — **Institution**

ROLE FOCUS
Working with data — **Training**

Main Tasks

- **Coordination of data stewards and development of internal data management infrastructure**
- **Creation and updates of methodologies, policies, and data standards**
- **Consultation and training in FAIR and RDM**
- **Representing the institution in national and European initiatives**

Tools and Competencies

Data Stewardship Wizard
DSpace
OpenAIRE
GitHub

- **FAIR principles, data policies, and standards (OAI-PMH, Dublin Core)**
- **Project management, facilitation, and training**
- **Communication between research, IT, and administration**

Impact / Contribution

For researchers:
Provides accessible training, methodologies, and practical guidance.

For Institution:
Strengthens DS competencies , develops infrastructure, and improves institutional readiness for national and European Open Science initiatives.

Coordinator of Open Science and RDM – strategic, methodological and technical coordination across the institution (represents approx. 36% of data stewards in the Czech Republic).

Use Case 3
Institutional Data Steward

Role of the Data Steward

- **Combines** methodological, technical and coordination competencies.
- **Tests and introduces** new tools and processes in RDM and FAIR data.
- **Coordinates** the work of data stewards, trains colleagues and shares good practice across faculties.
- **Ensures** that methodological principles are applied consistently in everyday workflows.

Competencies

- Advanced knowledge of Open Science and FAIR principles.
- Understanding of repository systems and data infrastructures (DSpace, Zenodo, GitHub, OpenAIRE).
- Project management and coordination across teams (IT, library, research units).

Tools

Data Stewardship Wizard
DSpace
OpenAIRE
GitHub
Internal reporting and project systems

Connecting Strategic, Methodological and Technical Levels of Research Data Management.

Scenario

The institution is establishing a new system for Open Science and research data management.
The institutional data steward stands between the strategic level of leadership and the everyday work of researchers.
She contribute to developing institutional methodologies and workflows and help translate FAIR principles and data policies into concrete steps and technical solutions.

In practice, this means coordinating the work of data stewards while also testing whether the tools and processes function as intended, for example, testing new repository platforms, mapping workflows and preparing model DMP templates.
The data steward communicates with university leadership, IT and researchers to align their needs when implementing new data services. They often represent the institution in national or European initiatives (EOSC CZ, OpenAIRE) and help develop the internal infrastructure for data sharing.

Benefits for the Institution

Connects strategic goals with real data management workflows.

Ensures that Open Science policies are supported by practical tools and procedures.

Develops data stewardship services and strengthens institutional RDM competencies.

Increases institutional visibility at the European level and supports system interoperability.

Benefits for Researchers

Helps introduce tools and practical workflows for data management.

Enables more efficient sharing and archiving of research data.

Ensures that training and methodological materials reflect real needs of research practice.

Coordinator of Open Science and RDM – strategic, methodological and technical coordination across the institution (represents approx. 36% of data stewards in the Czech Republic).