



JOB DESCRIPTION

Job Title: Deposition Coordinator

Group: Database

Salary Band: Sup3

Reports to: Database Group Manager

ROLE PURPOSE

The post holder will contribute to the creation, maintenance and upgrading of the Cambridge Structural Database (CSD), particularly in the acquisition and preparation of data for subsequent processing by Scientific Editors.

MAIN DUTIES AND RESPONSIBILITIES

1. Contribute to the searching of published journals for reports of crystal structures.
2. Help scientists worldwide to deposit and access data relevant to the CSD.
3. Match up scientific publications with appropriate data and provide any additional information or documentation as required by a Scientific Editor or Deposition Coordinator.
4. Assist in the initial preparation of electronic and hardcopy data to be processed into the CSD.
5. Communicate with scientific authors, depositors and publishers.
6. Contribute to the testing of the new Database Group software.

This job description and person specification are only an outline of the tasks and responsibilities required for the role. The job holder will carry out any other duties as may be reasonably be required by their line manager.