THE UNIVERSITY OF MELBOURNE

Australian Urban Research Infrastructure Network (AURIN)
Faculty of Architecture Building and Planning

Urban Data Officer - AURIN

POSITION NO	0041706
CLASSIFICATION	PSC 6
SALARY	$77,207 – $83,573 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full-time (fixed-term) position until 30 June 2017 Fixed term contract type: External Funding
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number. Interviews are likely to be scheduled in January 2017
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Position Summary

The Urban Data Officer will work closely with the AURIN Data Lead and the Data and Applications Manager to process, manage and distribute data to AURIN users via the AURIN platform. The aim of this position is to prepare and maintain metadata documentation, which includes the manipulation, transformation and processing of data for ingestion into the AURIN portal. The incumbent will input both geospatial and tabular metadata into the AURIN system. The position is also responsible for undertaking regular quality audits of the datasets to ensure the delivery of high quality, high value datasets to the AURIN user base at all times. The incumbent will possess strong geospatial metadata preparation maintenance skills and experience.

The position will report directly to the AURIN Data & Applications Manager.

1. Selection Criteria

1.1 ESSENTIAL

1.1.1 A tertiary degree in a relevant field (Geomatics, Spatial Sciences or Urban Geography) or an equivalent combination of education, training and experience.

1.1.2 Experience in geospatial metadata preparation and maintenance.

1.1.3 Demonstrated experience in processing, cleaning and analysing geospatial data using either commercial or open source software platforms.

1.1.4 Strong skills in providing clear and concise metadata documentation and system improvement processes.

1.1.5 Excellent organisational and planning skills, attention to detail and the ability to prioritise workloads and manage multiple tasks and projects to meet deadlines under broad guidance.

1.1.6 Excellent written, verbal and interpersonal communication skills.

1.1.7 Demonstrated ability to work both autonomously and collaboratively as an effective member of a team.

1.1.8 Well-developed interpersonal skills and demonstrated ability to interact effectively with people across a range of disciplines and backgrounds.

1.2 DESIRABLE

1.2.1 Knowledge and experience working with open source data management technologies such as GeoServer and CKAN.

1.2.2 Experience working with scripting for data and/or process automation (i.e. Python).

2. Special Requirements

2.1 Experience working in an academic research environment.

3. Key Responsibilities

3.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- Undertake geospatial data processing and curation activities.
- Undertake metadata preparation and maintenance activities.

3.2 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- Under the direction of the Data & Applications manager and in close collaboration with the data lead work to plan and implement the AURIN data plan

3.3 COLLABORATION AND LEADERSHIP

- Collaborate with the AURIN Data Lead to identify, cleanse and process selected datasets distributed through the AURIN portal.

3.4 INNOVATION AND IMPROVEMENT

- Liaise with data custodians and project partners, to review current metadata standards and ensure understanding Australian geographic hierarchies.
- Provide regular progress reports to the AURIN Data & Applications Manager regarding AURIN data and metadata management plan.
- Regularly review metadata processes and systems to identify system improvement opportunities as appropriate.

3.5 RESPONSIBILITY AND COMPLIANCE

- Conform to established processes and procedures for data and metadata management.
- Follow data compliance requirements and promote the open data policy.
- Respond to data issues raised from AURIN users and take appropriate corrective action.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Urban Data Officer is a member of the AURIN team and works closely with the Data Lead under the broad direction of the AURIN Data, Business and Applications Manager. The incumbent is responsible for ensuring the project delivers a number of data sets across the country to provide urban researchers with better access to datasets of strategic importance. The incumbent is expected to be proactive and demonstrate initiative in working with colleagues and stakeholders, especially to assist in creating and maintaining a good working environment with other team members.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Urban Data Officer works within the broad framework of University and Faculty policies and will provide support and advice in the management of data and metadata to

support urban and built environment researchers. The position is expected to resolve a range of problems relating to the running of the activities for which he or she is responsible. In particular the appointee is expected to develop and coordinate processes and to identify and analyse possible solutions to problems which may require modification of existing systems and practices and where appropriate to initiate changes to both.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Professional knowledge is required which comes from professional qualifications and/or professional experience in GIS and data infrastructure and access arrangements at the strategic and technical level. The incumbent will have the capacity to quickly establish, a sound understanding of the strategic imperatives of the University of Melbourne and the scope and nature of the AURIN projects portfolio.

4.4 RESOURCE MANAGEMENT

Nil.

4.5 BREADTH OF THE POSITION

This position is expected to take directions on data and metadata processing priorities and work collaboratively with others in both the AURIN Office and the AURIN technical team, as well as with any outside data custodians as appropriate.

5. Other Information

5.1 ORGANISATION UNIT

The Australian Urban Research Infrastructure Network (AURIN) is a national research infrastructure initiative funded by the Federal Government. This initiative created a national infrastructure to access and act upon data to support urban research and decision making, and to enhance the environmental, social and economic sustainability of the Australian urban and built environment.

AURIN provides researchers with an open access, distributed network of aggregated datasets and information services to understand patterns of urban development and to inform evidence-based decisions and actions for a sustainable future.

AURIN coordinates the collection and filtering of information from a variety of archival and dynamic data sources and provides the mechanisms, protocols and tools by which data can be accessed, interrogated and modelled. This in turn, enables and supports research that addresses issues of national significance, stimulates cross- and multi-disciplinary research, facilitates partnerships with industry and helps translate research outcomes into national benefit.

Activities of the AURIN Office include: coordinating program activities; subcontracting with relevant parties; monitoring and reporting on performance indicators; communicating and engaging with the built environment research community and other stakeholders; developing strategic, business and project plans; assessing and reviewing AURIN facilities and activities.

5.2 BUDGET DIVISION

The Faculty of Architecture, Building and Planning is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. It actively seeks to extend the linkages between education, research and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations and the wider community.

The Faculty has nearly 180 staff and approximately 3000 students, one third of whom are international. It is responsible for the undergraduate Bachelor of Environments degree, and offers majors in architecture, landscape architecture, property, construction, and urban design and planning.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the environmental implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students can take part in field trips which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We lead debate in many of these areas. We also contribute definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers in our disciplines from around the world. PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources. Our PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: http://msd.unimelb.edu.au/.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

5.4   GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

- The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

- The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. http://research.unimelb.edu.au/index.html#home

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/unisec/governance.html.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.