# ARDC Skills Development Lead (Health &

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0058931</th>
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<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION STANDARDS/SALARY</td>
<td>UOM 8 - $115,137 - $124,622 per annum (pro rata for part-time)</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full Time (1.0 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Fixed term available for 5 years</td>
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**HOW TO APPLY**
Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

**CONTACT FOR ENQUIRIES ONLY**
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Email Kathryn.unsworth@ardc.edu.au  
*Please do not send your application to this contact*

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**For information about working for the University of Melbourne, visit our website:**  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

**ACKNOWLEDGEMENT OF COUNTRY**
The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey. We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

**BUSINESS SERVICES**

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

**EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

**ABOUT THE ROLE**

Overview of relevant area and position purpose:

You will help ensure that researchers have the capability to use and contribute to national scale data infrastructure for health research.
The Australian Research Data Commons (ARDC) is Australia’s peak body for research data. Funded by the Australian Commonwealth Government through the National Collaborative Research Infrastructure Strategy (NCRIS). The purpose of the ARDC is to provide Australian researchers with a competitive advantage through data. At the ARDC, we’re accelerating Australian research and innovation by driving excellence in the creation, analysis and retention of high-quality data assets. The ARDC is committed to diversity, equity and inclusion in the workplace. The ARDC seeks to foster an organisational culture that understands the value of individual differences and embraces and promotes treating all people with respect, dignity and equity. This is supported by the ARDC’s organisational values: Ambition, Focus, Collaboration, Flexibility, Transparency.

Australia is a recognised global leader in providing world-class research and research infrastructure. The Australian Government helps maintain this reputation by ensuring researchers have access to cutting edge national research infrastructure supported through the National Collaborative Research Infrastructure Strategy (NCRIS) program. NCRIS currently supports 24 funded capabilities, including the ARDC. The Skills Development Leads will work with NCRIS facilities, ARDC project partners and stakeholders to grow their capability and skills to foster quality and consistency with respect to research data.

This role will support ARDC programs and collaborations in several ways, including:

- Identifying skills needs and co-designing skills programs for a suite of Thematic Research Data Commons (TRDCs).
- Working with and supporting NCRIS organisations to develop and implement data and skills strategies to increase their data capability, including research data governance and management with a focus on organisation-wide policies related to research data.
- Facilitating the co-design and delivery of skills-related resources and activities for completing ARDC programs and projects, such as the National Data Assets (NDA) Community Connect and Platforms programs.

Reporting line: The role of Skills Development Lead (Health & Medical) reports to the Manager, Skilled Workforce Development (ARDC), and has no direct reports. *

No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: None

**Key Dimensions and Responsibilities:**

Task level: Significant
Organisational knowledge: Moderate
Judgement: Significant
Operational context: *
OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/. Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Support and build the capability of project partners to effectively engage with their communities and drive uptake and use of the ARDC People Research Data Commons, ARDC’s national data infrastructure for health research.

- Assist in scoping programs and projects to ensure capabilities and skills are a key component in all project planning and deliverables.

- Designing the mechanisms for developing and delivering capability building strategies, competency profiles, learning pathways and knowledge/skills materials.

- Enable, through skills-related activities, the sharing of experiences and outcomes from across ARDC programs, related to the development and implementation of data strategies and data skills.

- Build and maintain productive relationships with project partners and a range of stakeholders to build trust in and uptake of ARDC People Research Data Commons programs and related national data assets and research platforms. Stakeholders include health and medical researchers, data custodians, data scientists and technologists.

- Coordinate skills activities using appropriate formats and at a scale that matches the needs of communities using ARDC People Research Data Commons programs’ outputs. These activities include workshops, eLearning modules, training materials and webinars, and may involve co-design and co-delivery.

- Create or customise a range of communication, skills and support materials in collaboration with areas of expertise within ARDC and with project partners to raise awareness and capability in the use of thematic RDCs, NCRIS facilities and the outputs of ARDC projects.

- Additional activities include identifying and presenting at relevant research conferences, writing articles, and supporting relevant communities of practice.

- Work as an autonomous member of a nationally dispersed team, leading specified projects and taking responsibility for team outcomes.
Selection Criteria:

Education/Qualifications
The appointee will have a postgraduate qualification in a relevant field plus extensive relevant experience
OR an equivalent combination of experience and/or education/training.

Knowledge and skills:
1. Research background or extensive experience in Health and Medical Sciences is highly regarded.
2. Broad knowledge and experience in the issues and concepts involved with consent, health data analytics, research data management practices, in particular those enabling FAIR data, data curation using health data standards and the use of secondary data in new health studies.
3. Knowledge of frameworks, policies, processes, procedures and learning or informational resources that form a health and medical community’s strategy for research data, such as policies for health data access.
4. Demonstrated expertise and experience in designing and delivering workshops, training, mentoring, advice and support to stakeholders (ideally on health and medical research data governance and management, and other areas of data capability).
5. Proven ability to nurture productive working relationships across a broad spectrum of people, roles and institutions, including the ability to facilitate, consult, negotiate and liaise with stakeholders and colleagues in a team environment.
6. Demonstrated high-level written and oral communication, interpersonal and presentation skills.
7. Excellent organisational and time management skills, including the ability to set priorities and perform well under pressure.
8. Demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies.

Other job related information:
Occasional work out of ordinary hours and some travel will be required. This role is based in Melbourne.

https://sfdora.org/read