



## POSITION DESCRIPTION

### AURIN

Faculty of Architecture, Building and Planning

## Data Coordinator

<b>POSITION NO</b>	0042149
<b>CLASSIFICATION</b>	PCS 7
<b>SALARY</b>	\$85,189 - \$92,216 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>EMPLOYMENT TYPE</b>	Full time fixed term position until 30 June 2017 Fixed term contract type: External Funding
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	New
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , 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
<b>CONTACT FOR ENQUIRIES ONLY</b>	Dr Serryn Eagleson Data & Applications Manager T: 03 9035 7504 M: 0422 624 235 Email <a href="mailto:serryn.eagleson@unimelb.edu.au">serryn.eagleson@unimelb.edu.au</a> Please do not send your application to this contact

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## ***Position Summary***

The Data Coordinator position will make a significant contribution to enabling AURIN's ability to provide high value, high quality data. The position will oversee the AURIN data lifecycle, including developing relationships, negotiating access to datasets and demonstrating the benefits of the AURIN infrastructure to key stakeholders. The Data Coordinator will work closely with the Data and Applications Manager to position AURIN as a robust infrastructure for high quality data, by securing access to and managing the release of high quality data.

A key aspect of the role will be to negotiate and coordinate the AURIN data life cycle to ensure high value data for the AURIN research community. The Data Coordinator will liaise with the AURIN Data Lead and AURIN Technical Team in relation to technical aspects of data supply. The Data Coordinator will manage requests for release of data through the AURIN Portal, coordinate metadata record validation and ensure AURIN data lifecycle processes are followed. They will also manage ongoing end user requests and approval processes for access to restricted access datasets.

The Data Coordinator will maintain accurate records of data custodian activities, project proposals/agreements and report regularly on these aspects of data custodian engagement. In addition, the Data Coordinator will review and interpret dataset usage metrics to report to custodians and to inform AURIN's strategic direction. The position is responsible for contributing to discrete aspects of AURIN data related engagement as required, including government and industry collaborations, governance reports and submissions to government.

This position reports directly to Data and Applications Manager.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A degree in data/spatial science or an equivalent combination of education, training and experience.
- ▶ Experience in managing one or more of the key aspects of data lifecycle management including the creation and collection, access, manipulation, sharing and collaboration, metadata standards, publishing, archiving and reuse of data.
- ▶ High level organisational and administration skills with an emphasis on attention to detail, including a demonstrated ability to prioritise workload and successfully work on multiple projects concurrently.
- ▶ High level communication and interpersonal skills. Proven expertise in forging strong relationships to negotiate access to datasets and to work across sectors (Government, University and Industry) to formalise data access and technical arrangements.
- ▶ A strong understanding of data, supporting technical infrastructures, open data and/or open source technologies, data standards and interoperability.
- ▶ Experience managing initiatives and coordinating resources.
- ▶ Proven capacity to work independently with minimal supervision, and exercise sound judgement.

- ▶ Proven high-level conceptual, analytical and problem-solving skills, specifically in working through access, and technical aspects of data supply and working with professional and expert staff.
- ▶ Excellent written communication skills, including the ability to draft reports and correspondence.

## 1.2 DESIRABLE

- ▶ Knowledge or experience in negotiating access to data in public and private sector contexts

## 2. *Special Requirements*

- ▶ Experience working in an academic environment.

## 3. *Key Responsibilities*

- ▶ Coordinate and manage communications and relationships with AURIN data custodians in consultation with the AURIN Data and Applications Manager. This includes managing existing data supply arrangements, negotiating new data supply arrangements for the AURIN Portal, and coordinating requests for the release of data through the AURIN infrastructure (i.e. Open Web Mapping Interface, Secure AURIN Portal, and API).
- ▶ Acting as first point of contact for potential data providers in relation to data supply and data licence arrangements i.e. providing information on AURIN data licensing arrangements/requirements, answering enquiries from data custodians, and providing additional information via explanatory factsheets and AURIN website.
- ▶ Liaison with AURIN Data Lead and AURIN Technical Team to coordinate technical aspects of data supply arrangements where required.
- ▶ Maintain accurate records of data custodian contact personnel (e.g. technical, legal and executive representatives) and current AURIN projects, including project proposals/agreements and provide reports on these records.
- ▶ Interpret and report on the AURIN data usage statistics both internally and to stakeholders. Seek input from data custodians and end users regarding AURIN usage to inform the creation of AURIN 'use cases' to illustrate the impact/value of AURIN data.
- ▶ Support the administration of the data licence agreements where required by acting as a contact person for provision and referral of data licence documentation for data custodians (e.g. populating data licence templates, referring data provider licences to the Commercial and Contracts Manager, tracking execution of agreements, ensuring copies of agreements are sent to data custodians / UoM central records).
- ▶ Manage requests for release of data through the AURIN portal, including liaison with data custodians to ensure completion of the AURIN Online Data release form prior to release of data (or equivalent due diligence on dataset, licence and metadata record information).
- ▶ Manage the preparation and sending of metadata records for validation to the data custodians and AURIN Data Lead.
- ▶ Manage and administer the user access approval process for restricted datasets.
- ▶ Assist and contribute to AURIN projects and industry engagement activities related to data e.g.: developing project proposals, drafting government submissions on data reform and related initiatives.

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

## ***4. Job Complexity, Skills, Knowledge***

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The staff member will work under the broad direction of the Data and Applications Manager, and closely with the Commercial Contracts Manager. The incumbent is responsible for managing his or her own workload and priorities in consultation with the data and applications manager. The staff member is expected to be proactive and demonstrate initiative in working with colleagues and stakeholders, especially in creating and maintaining good working relationships.

### **4.2 PROBLEM SOLVING AND JUDGEMENT**

This position will be expected to negotiate and resolve a range of issues relating to data management and licensing issues. This position is expected to interpret and illustrate dataset demand and usage to identify opportunities and contribute to the development of AURIN's strategic direction.

### **4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent will possess advanced skills in spatial data management, with a high level of professionalism and excellent accuracy and efficiency. The incumbent will also 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 dataset priorities and work collaboratively with the AURIN Office team and external stakeholders and data custodians to ensure the delivery of high value datasets.

### **4.6 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/>.

#### 4.7 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>.

#### 4.8 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.

#### 4.9 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.

#### 4.10 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>.

### ***5. 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.