

POSITION DESCRIPTION



Business Services
Chief Operating Officer Portfolio

Head of Research Computing and Data Solutions

POSITION NUMBER	0037084
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	Senior Manager 1 package per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to 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	Dr Stephen Giugni Tel: +61 3 8344 7822 Email: stephen.giugni@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
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.

RESEARCH COMPUTING SERVICES

Research Computing Services (RCS) is a department within Business Services. RCS delivers the digital research infrastructure and services for researchers at The University of Melbourne. RCS operate on-premise High-Performance Computing (HPC), Cloud Computing and General-Purpose Graphical Processing Unit (GPGPU) computational platforms. RCS operate over 20 PB of research data storage to enable data-driven research and collaboration and a range of data management services and provide a range of consultation services to support the development of custom computation and data management solutions. RCS also contributes to the national eResearch infrastructure initiative, the ARDC's Nectar Research Cloud, and facilitates access to Australia's national supercomputer facility NCI.

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

Position Purpose:

The Head of Research Computing and Data Solutions is a senior manager and service owner responsible for leading the end-user support operations, development, implementation, and strategic direction of the University's research computing and data services. This role is pivotal in enhancing the quality and effectiveness of these services in line with the evolving needs of the University's research community, focusing on the entire research data life cycle and research computing infrastructure.

The incumbent provides strategic leadership for the ongoing development of RCS's service roadmap that prioritises enhancing user experience and driving continuous improvement in service delivery. This includes creating policies, services, and projects that foster innovation in the University's research computing and data infrastructure.

This role requires deep knowledge of the challenges and opportunities within research computing and data infrastructure, with a strong emphasis on improving user experiences. The successful candidate will lead the development and implementation of a comprehensive research computing and data infrastructure strategic roadmap that supports the university's research goals.

The position is also responsible for building and maintaining relationships with key stakeholders, including the research community, other university departments, and external partners to ensure a coordinated program of demand-driven services and infrastructure development.

The Head of Research Computing and Data Solutions serves as a critical first point of call for researchers, both existing and new, facilitating a coordinated programme of demand-driven services and infrastructure development as data-intensive research activity is built on the premise that research computing, data management and storage are fundamental to success.

Reporting line: Director, Research Computing Services

No. of direct reports: 3

No. of indirect reports: 11 to 15

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: University Wide

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:

- Lead the creation of a 5-year service roadmap for enhancing user experience and improving the quality and effectiveness of RCS's research computing and data services that underpin research across the University of Melbourne.
- Provide leadership in the engagement of research communities in the development of whole-of-RCS solutions that address complex research computing and data management challenges across the whole research data life cycle.
- Collaborate with key stakeholders across the University and affiliated organisations, as appropriate, to evaluate new computing, data management / storage technologies, and contribute to the development and implementation of the University's research computing and data roadmaps, policies, services, and projects.
- Develop and maintain a continuous improvement and development plan for computing and data services for research, taking into consideration the diverse needs of the research community at the University.
- Understand the computing and data requirements of the research community at Melbourne and translate those needs and priorities into actionable directives for the operators and developers within Research Computing Services.
- Drive the innovation agenda in research computing, data management and storage, by piloting new tools and services with the research community.
- Provide research community with expertise, advice, and training on appropriate usage of Business Services' various infrastructure services, delivering required University research outcomes.
- Maintain a high-level of awareness of relevant State and Federal funding schemes and their respective data policies and requirements and provide recommendations to the relevant University officials to comply with these new legislations.

- To work collaboratively with other national infrastructure service providers (e.g., ARDC) to identify and advocate opportunities for coordinating key infrastructure development across the University and ensure the University is well-positioned to take advantage of relevant State and Federal funding schemes and initiatives.
- Demonstrate the Business Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people, and building relationships in your workplace.
- Contribute to the development of a culture of responsible RDM practices within the research community that aligns with the University policies and research operations.
- Oversee the development and implementation of security policies and procedures for university's Secure Research Environment to ensure it complies the mandatory requirements for ISO/IEC 127001 certification.
- Identify and assess the likelihood & impact of cybersecurity threats to the University's research data infrastructure & services and implement security controls to mitigate identified risks.

Selection Criteria:

Education/Qualifications

1. The appointee will have a postgraduate degree in Computer Science or equivalent mix of education and relevant experience.

Knowledge and skills:

2. Extensive knowledge of data management, storage and cloud computing technologies currently deployed at the University, as well as emerging technologies in the market.
3. Proven ability to successfully translate complex research IT-related challenges into solutions or services that meet the needs of a research-intensive environment.
4. Extensive experience in successfully managing large-scale research IT infrastructure & services with basic financial analysis.
5. Strong leadership skills in motivating and inspiring teams to achieve their goals by setting clear expectations, providing guidance, and supporting professional development.
6. A proven track record of providing strategic advice to the University's senior management and leading the establishment and the delivery of evidence-based policies.
7. Demonstrated experience in interpersonal and analytical skills with a deep understanding of the University's research data landscape and its related challenges, and build relationships, foster collaboration, and resolve conflicts.

Other job related information:

- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members,

especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

- ▶ Occasional work out of ordinary hours, and interstate travel may be required.