

POSITION DESCRIPTION

Position Title	GIS Technical and Research Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Mary MacKillop Institute for Health Research, Behaviour, Environment and Cognition Research Program		
Nominated Supervisor	Program Leader Behaviour, Environment and Cognition Research Program		
Higher Education Worker (HEW) Level	HEW 6 (anticipated)	Campus/Location	Melbourne (St Patrick's)
CDF Achievement Level	1 All Staff	Work Area Position Code	14340
Employment Type	Full time, Fixed Term (April 2018 to Dec 2022)	Date reviewed	February 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Our Mission: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

THE MARY MACKILLOP INSTITUTE FOR HEALTH RESEARCH

The Mary MacKillop Institute for Health Research (MMIHR) is focused on undertaking research that discovers and promotes effective strategies to create a healthier Australia. The work undertaken in the MMIHR aims to address critical public health issues by identifying and responding with innovative programs that deliver better health outcomes and transform lives.

ACU provides The MacKillop with world-class research infrastructure that facilitates large-scale research studies. The research environment is outstanding in terms of resources (world-class research facilities, infrastructure support, research support staff with experience collecting data for large-scale projects, and secondary databases), intellectual capital (critical mass of world-class researchers, post docs, international visiting scholars and collaborators, and external linkages), and research mentoring and PhD supervision.

POSITION PURPOSE

The GIS Technical and Research Officer will provide project, research and operational support for the successful completion of the projects included in the Behaviour, Environment & Cognition research program.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Contribute to the successful delivery of research projects ensuring compliance with University policies, procedures and external research protocols.	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence 	✓			✓
Execute a range of Geographic Information Systems (GIS) functions in relation to the relevant projects, including sourcing layers of data; generating built environment variables; and standardizing and incorporating these into GIS. This also involves the ongoing maintenance and monitoring of GIS and providing advice on technical solutions as necessary,	<ul style="list-style-type: none"> • Communicate with Impact • Make informed decisions • Be responsible and accountable for Achieving Excellence 	✓			
Assist with the preparation and dissemination of journal articles, presentations and other communications relating to the relevant projects that include GIS and Global Positioning System (GPS) data.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 	✓			
Execute a range of project management functions, including: cleaning of GIS/GPS data; incorporating GIS/GPS data into other project components; producing necessary documents (e.g., reports); and liaising with collaborators and partners.	<ul style="list-style-type: none"> • Communicate with Impact • Make Informed Decisions • Be Responsible and Accountable for Achieving Excellence 	✓			
Build and maintain effective working relationships with key stakeholders.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 	✓		✓	✓

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Assist in the preparation of ethics updates to external stakeholders.	<ul style="list-style-type: none"> Communicate with Impact Know ACU Work Processes and Systems Make Informed Decisions 	✓		✓	✓
Undertake literature searches, annotated bibliographies and literature reviews relevant to GIS/GPS methodologies	<ul style="list-style-type: none"> Communicate with Impact Make Informed decisions 	✓			
Assist the Program Leader to complete all regulatory requirements and documentation to successfully complete the program.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Collaborate Effectively 	✓			✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

The GIS Technical and Research Officer will provide project, research and operational support for the successful completion of the projects included in the Behaviour, Environment & Cognition research program.

- Establish and maintain clear lines of communication with all team members
- Manage day to day matters in a timely manner and set priorities as appropriate
- Coordinate outputs with stakeholders

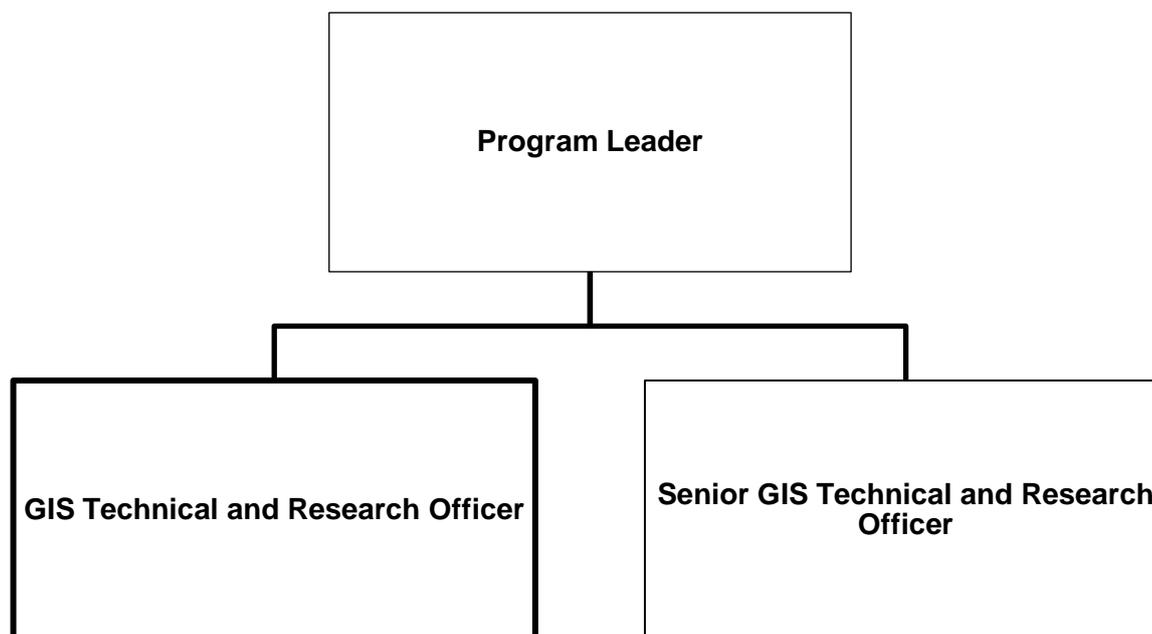
Decision Making / Authority to Act

- The position holder has autonomy in the day to day management of support and technical services to the projects, and will need to be guided by the Program Leader and Senior GIS Technician/Research Officer for particular aspects related to program coordination.
- The position holder responds to routine enquiries, referring more complex matters to the Program Leader and Senior GIS Technical and Research Officer.
- The position holder provides advice and recommendations on data collection, processing, manipulation and process improvements to the Program Leader for consideration.

Communication / Working Relationships

- The position holder will regularly work with and communicate with the Senior GIS Technical and Research Officer and Program Leader, coordinating an agreed range of research activities relating to the Program.
- The position holder will work collaboratively with other academic and professional staff across the unit.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of an undergraduate degree, or education, training and experience equivalent to a degree, in Geography, Urban Planning and/or Transportation, with subsequent relevant experience.
2.	Demonstrated experience in the use of Geographic Information System (GIS) software and manipulation/processing of Global Positioning Systems (GPS) data
3.	Demonstrated skills in the conduct of literature searches, annotated bibliographies and/or literature reviews

Core Competencies (as per the [Capability Development Framework](#))

4.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
5.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the ACU Service Principles .
6.	Demonstrated ability to work independently and collaboratively internally as part of a small team and externally to ACU to achieve team objectives.

7.	Excellent written and verbal communication skills to work effectively as part of a team and in order to clearly communicate with external project partners
8.	Demonstrated project management skills, including planning and organisational skills, with the ability to achieve required outcomes and meet deadlines in a high-pressure environment

Other attributes

9.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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