

## Position Description

### Senior Officer Research Data Outputs

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| <b>Position No:</b>         | NEW   |
| <b>Department:</b>          | Academic Outreach & Engagement Section  |
| <b>School:</b>              | Library   |
| <b>Campus/Location:</b>     | Melbourne/Bendigo/Albury-Wodonga  |
| <b>Classification:</b>      | Higher Education Officer Level 6 (HEO6)   |
| <b>Employment Type:</b>     | Fixed Term (2Yrs Funded)  |
| <b>Position Supervisor:</b> | Coordinator Library Research Services (ASSC)  |
| <b>Number:</b>              | 50002897  |
| <b>Other Benefits:</b>      | <a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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**For enquiries only contact:**

University Librarian, TEL: (03) 9479 2920

# Position Description

## Senior Officer Research Data Outputs

### Position Context

The La Trobe University Library provides the University with a clear strategic advantage in learning, teaching and research through the provision of the best possible information resources and services to support the University's strategic plan. We connect the La Trobe community with knowledge through integrated scholarly collections, proactive information services, managed learning spaces and best practice information management.

The Research Partnerships Team is within the Academic Outreach & Engagement section of the Partnerships & Engagement portfolio. This portfolio also includes the Student & Community Outreach & Engagement section.

The Research Partnerships team is responsible for developing and implementing services for researchers at all campuses aligned with the Library's Research Partnership Framework and the University Research Plan. The Research Partnerships Team promotes, develops, delivers, evaluates and improves research information services and researcher education to optimise La Trobe's research output. The team is outward facing and maintains excellent relationships across the Library to ensure joined up approaches to academic services and engagement. Proactively engaging with researchers to facilitate understanding and use of library services and resources is central to the role of these teams.

The Senior Officer Research Data Outputs provides expertise to assist the Coordinator Library Research Services (ASSC) with embedding of training, expertise and knowledge within the Research Partnerships team to ensure that all members of that team support the research data management needs of the University's academic community. The Senior Officer Research Data Outputs assists with the implementation of sustainable user support for the University's research data management planning tool and research data management publications systems to the Research Partnerships team.

### Duties at this level may include:

- Provide high quality Library experience in all contact modes to ensure every contact with the Research Partnerships Team is friendly, positive and professional, creating a high standard of service delivery.
- Develop collaborative relationships and partnerships with Library staff, researchers and other University stakeholders to deliver programs and services that optimise outcomes in research and researcher success.
- Collaborate with colleagues in the library and the university to develop fit for purpose research data management support resources
- Maintain industry knowledge in relation to best practice research data management in order to provide expert services to researchers
- Maintain up to date knowledge of the La Trobe University research data environment and requirements in order to provide and document accurate advice and information to researchers
- Provide outreach and engagement services to academics and graduate students to appropriately assist them to understand requirements regarding publication reporting, research outputs and research data management, including open access, and academic profiles.
- Apply specialist knowledge to plan and develop online learning objects and identify and prepare web-based content for library online resources and tools in collaboration with the Digital Innovation team.

- Work with Research Outputs Data Advisor to inform appropriate system improvements to support Research Data Management planning forms and making sure systems meet needs
- Participate in Library Researcher Education program, including, develop and deliver online and face-to-face workshops and seminars for researchers
- Provision of expert advice to researchers on the preparation of data management plans in the La Trobe environment
- Provision of expert advice and support to researchers on research data management practice in the context of their disciplines and the La Trobe environment
- Collaborate with Senior Library Research Advisors to embed research data management knowledge and services in Outreach and Engagement to academics

### **Key Selection Criteria:**

- Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge in an administrative field, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated knowledge of and experience in research data management in a tertiary environment
- Demonstrated experience in documenting procedures, delivering training, and developing instructional and support materials
- Demonstrated experience in collaborative provision of research data management support services
- Demonstrated capacity to innovate and take responsibility for outcomes
- Demonstrated ability to set priorities and deliver on agreed objectives
- Excellent interpersonal and communication skills, and the ability to work collaboratively and cooperatively in small teams
- Demonstrated competence to operate and learn with confidence in a digitally connected and evolving environment.

### **Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### **Library Behaviours**

Our Library behaviours reflect the La Trobe University Cultural Qualities:

- **Connected:** We are communicative and consultative
- **Innovative:** We are brave, innovative, agile and resilient
- **Accountable:** We are accountable, responsive and empowered to act
- **Care:** We are supportive, team focused, honest and client centred

### **La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected:** We connect to the world outside — the students and communities we serve, both locally and globally.

- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:            Date: