POSITION DESCRIPTION

Position Title: Data Librarian
Organisation Unit: TERN
Position Number: NEW
Type of Employment: Part-time (0.4 FTE), Fixed-term until June 2019
Classification: H6 Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

TERN is an Australian Government initiative to enhance Australia’s environmental research effort. TERN coordinates a nationally distributed set of instrumentation and data, and information services which collectively contribute to meeting the needs of terrestrial ecosystem research and other users in Australia for land observing systems. The infrastructure also contributes to Australia’s role in international programs in areas such as global flux observing. TERN was established in 2009 by a National Collaborative Research Infrastructure Strategy (NCRIS) grant from the Australian Government Department of Education and Training (DoET). Through a number of extensions and renewals of its grant, TERN’s funding is currently in place until June 2019.

The TERN infrastructure investments are distributed widely and are coordinated and managed nationally by the TERN Office at the University of Queensland (UQ) in Brisbane. The capabilities of TERN are operated by institutions - termed Operators - under agreements with the TERN Office. A key strategic objective is to sustain TERN into the longer term.

Information about TERN may be accessed at http://www.tern.org.au.

Information for Prospective Staff

This position is based in the TERN Office at the University of Queensland (UQ) in Brisbane. Travel to other TERN facilities may be required as part of the position.

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The TERN Data Librarian is part of the TERN data team that ensures the uptake of TERN data services in both research and commercial applications. The successful applicant will ensure TERN delivers high quality data services through implementation of best practice description, storage and sharing of research metadata and datasets. The successful applicant will be required to work independently and as part of a data team and liaison with both internal and external users of TERN to understand their needs. The role works closely with TERN stakeholders and TERN domain capabilities located across Australia.

Duties

Duties and responsibilities include, but are not limited to:

- Analyse information requirements of the research community for use of TERN data services and assist with documentation of system specifications to meet user needs.
• Continuous liaison with data producers to identify and collect information about data collections available through TERN data services.
• Assist with administration, analysis and reporting on the use of TERN data services.
• Investigate, document and assist with development of a register of metadata schemas for TERN data services.
• Create and edit metadata records for data collections to meet defined quality standards.
• Assist with the development, testing and documentation of methods for registering and storing research metadata and datasets held by TERN data services.
• Ensure that information about existing data collections and requirements relating to research data management by academics is documented and accessible.
• Contribute to the TERN data team business objectives and strategies and their planning and delivery.
• Any other duties as reasonably directed by the Data Science Program Leader.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the TERN Data Science Program Leader.
SELECTION CRITERIA

Essential

- A degree in information science, ecology, information management, environmental science, eco-informatics or a related field.
- Demonstrated experience in the planning, implementation and reporting of information, research or data management projects or services.
- Sound understanding of the requirements for information management throughout the research lifecycle, including scholarly communication in a university or research environment.
- Demonstrated experience in information management with knowledge of current technologies and standards such as institutional repositories, encoding standards (e.g. XML) and metadata.
- Demonstrated strong liaison, interpersonal, and communication skills, including the ability to build relationships across a range of professional and disciplinary areas.
- Demonstrated ability to work in team and independently with minimal supervision, set priorities and balance the demands of a complex working environment.
- Excellent writing, proofreading and editing skills.
- Proficiency in Microsoft Office applications.
- Familiarity with content management systems.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.