POSITION DESCRIPTION

Position Title: Manager - Digital Humanities and Social Sciences (DHSS) program
Organisation Unit: Research Computing Centre
Position Number: 3038949
Type of Employment: Full Time, Fixed Term
Classification: HEW level 8

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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

Established in 2011, the Research Computing Centre (RCC) is a University level Centre reporting to the Deputy Vice-Chancellor (Research) that provides coordinated management and support of the University's sustained and substantial investment in e-Research infrastructure. The Research Computing Centre is an innovative and multidisciplinary environment that supports collaboration to facilitate discoveries in science and engineering, humanities, and social sciences, through advanced computation, data analysis and other digital research tools.

The Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), and several school-based research centres. It offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

The Library is integral to achieving world-class scholarship at The University of Queensland. The Library staff work in partnership with the academic and health community to provide convenient access to quality information, and to manage and provide access to UQ scholarship. The Library provides information services that are customisable to individual needs and which recognise disciplinary perspectives and their information requirements. The Library engages with the community to foster scholarship and strengthens the culture of collaboration and partnership within the University.

Information for Prospective Staff

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 Digital Humanities and Social Sciences (DHSS) program is a joint initiative between the Research Computing Centre, the Faculty of Humanities and Social Sciences, and UQ Library that supports the use of data- and technology-driven research at The University of Queensland. It leverages the university's national leadership in Humanities digital research infrastructure and digital scholarship to provide digital research training, individualised digital literacy support and advice on digital research software.
The primary objective of the position is to continue to develop the DHSS program by leading and managing the integration of new and existing digital tools into the research practices of staff and HDR students. This role will provide high-level advice to researchers to develop data- and technology-driven research and to support existing digital research infrastructure.

The position will play a key role in contributing to the strategic partnerships across schools within the HASS Faculty and subsequently, across UQ faculties to develop innovative digital literacy programs and stimulate the wide use of digital research services. In collaboration with UQ Library, the role will develop strategies that aim to promote the digital research program, activities and engagement of stakeholders.

The role will also be responsible for developing, supervising, and managing the performance of joint digital research projects and working closely with key personnel in the HASS Faculty, UQ Library and the Research Computing Centre and to subsequently extend support to other faculties at the university.

**Duties**

Duties and responsibilities include, but are not limited to:

- Engage with researchers from across the university to identify unmet digital research needs and work closely with UQ Library and faculties to develop appropriate digital research support services.
- Work collaboratively with UQ Library to plan, organise and deliver digital research workshops and tutorials and digital literacy training and education activities.
- Prepare regular updates and promote digital research activities at UQ.
- Provide consultations and technical advice to staff and RHD students to use digital research tools or initiate digital research projects.
- Develop relationships with academic staff and potential industry partners and proactively identify and develop joint digital research projects.
- Project management and reporting responsibilities of a number of projects across UQ faculties and institutes including regular reporting on projects, activities, outcomes and objectives.
- Provide high level advice to schools and faculties on supporting digital researchers and maintaining digital research infrastructure.
- Any other duties as reasonably directed by your supervisor.
- It is anticipated the appointee will meet outcomes that include the following:
  1. Extensive liaison among staff, and increasingly between HASS staff and researchers outside of HASS
  2. Assist researchers to build infrastructure and provide knowledge of existing infrastructure in HASS
  3. Developing research projects
  4. Developing know-how and access to experts in various technologies and methodologies
  5. Deploying HASS-relevant workshops, equipment, and expertise in and through the Centre for Digital Scholarship
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 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 will organisationally be based at the Research Computing Centre reporting to the Director but accountable to the DHSS governance committee representing the HASS faculty, UQ Library and RCC.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to a postgraduate degree in a related field; or an equivalent combination of relevant experience and/or education/training.

- At least five years' experience in a similar role with extensive experience in developing, implementing and supporting successful digital research initiatives.

- Familiarity with digital technologies and tools commonly used in the Humanities and Social Sciences and the ability to provide tailored advice on how to use them in a research setting.

- A thorough knowledge and understanding of digital research practices across academic disciplines and demonstrated experience in adapting services and programs to enhance digital research support service delivery.

- Demonstrated ability to work with researchers to develop digital research solutions and provide appropriate advice at the school or faculty level including leading or providing significant input into large-scale initiatives or investments.

- Significant experience providing technical advice and support in a digital research environment and building relationships and research collaborations.

- Ability to work cooperatively and constructively with staff and RHD students from across the university and experience in developing and managing joint digital research projects.

- Demonstrated ability to work independently, have a high level of flexibility and prioritise workload to deal with multiple projects simultaneously.

- Demonstrated ability to prioritise in a challenging environment including flexibility in dealing with multiple assignments and working on several projects simultaneously.

- Excellent interpersonal skills including the ability to communicate effectively with clients of diverse backgrounds and technical abilities. Demonstrated strong verbal and written communication to provide reports and communicate by telephone, email and in person to technical and non-technical staff and students.

**Desirable**

- A research higher degree in a relevant field.

- Ability to supervise student projects in digital research.

- Ability to provide advice on how to integrate digital technologies and tools in teaching and learning.

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 contact person listed in job advertisement.