POSITION DESCRIPTION

Position Title: Data Curation Analyst
Organisation Unit: TERN
Position Number: 3063821
Type of Employment: Full-time, fixed term until July 2023
Classification: HEW Level 7

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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, particularly in the area of changes over space and time in biodiversity, land cover and carbon and water. TERN coordinates a nationally distributed set of instrumentation, data and information services, which collectively contribute to meeting the needs of long-term terrestrial ecosystem researchers and other users in Australia and globally of 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, Skills and Employment (DESE). Through a number of extensions and renewals of its grant, TERN’s project funding is currently in place until June 2022, with some post-project reporting requirements extending into 2023.

The TERN infrastructure investments are distributed widely under contracts to other universities and CSIRO and are coordinated and managed nationally by the TERN Project Office, located at the University of Queensland (UQ) in Brisbane. The latter is deemed the Lead Agent under the funding agreement. A key strategic objective is to sustain TERN into the longer term for the purpose of maintaining and growing Australia’s only systematically collected long-term national data streams from terrestrial ecosystems.

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

Information for Prospective Staff

This position is based in Brisbane, Travel to other TERN offices across Australia 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 Data Curation Analyst will develop and maintain data on-boarding processes to the TERN repository. The position will maintain data and metadata pipeline operations to enable smooth data migration, data access and usability. The position will engage with TERN stakeholders and work with TERN Data Services & Analytics staff to provide data assets and tools useful for the earth and environmental science community.
Duties

Duties and responsibilities include, but are not limited to:

- Perform requirement analysis of scientific data to identify the optimum data on-boarding processes to TERN repository;
- Maintain and run data submission pipeline workflows and scripts;
- Migrate large files from data providers to cloud-native TERN storage systems;
- Perform metadata submission and management in coordination with data providers;
- Perform data and metadata quality checks for completeness and accuracy during submission and during ongoing storage in the TERN data repository;
- Interact with data users;
- Analyse information requirements of the research community in using TERN data services and assist with documentation of system specifications to meet user needs;
- Assist in the development of best practice guidelines and documentation to improve TERN data governance;
- Participate in the overall TERN data management coordination and operation;
- Other duties as required, appropriate to the level of the position.

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 Program Lead, TERN Data Services & Analytics.

SELECTION CRITERIA

- Degree qualification in information science, information management, ecology, environmental science, eco-informatics, geoinformatics (or a related field) with at least 4 years work experience in data analysis and data management; or an equivalent combination of relevant experience and /or education/training.
- Experience in python programming, SQL, XML, R and Linux command line tools;
- Demonstrated experience in activities such as data migration, data handling, data cleaning, data wrangling, workflow automation and data quality evaluation;
- Demonstrated experience working with various metadata and data standards, and other research data management and processes;
- Demonstrated experience in the data curation activities and experiences in making research data reusable;
- Demonstrated strong liaison, interpersonal, and communication (oral and writing) 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;
- Proven ability to learn new concepts, tools and methodologies to ensure long-term access and preservation of data;

Desirable
- Prior experience in earth and environmental science data management.

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 for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.