Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>Research and Innovation Portfolio</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>National Computational Infrastructure</td>
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<tr>
<td>Department/Unit:</td>
<td>HPC and Data Innovation</td>
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<td>Position Title:</td>
<td>Research Data Management Specialist</td>
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<td>Classification:</td>
<td>ANU Officer 8 (IT)</td>
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<td>Responsible to:</td>
<td>Data Collections Manager</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>0</td>
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<tr>
<td>Delegation(s) Assigned:</td>
<td>Nil</td>
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PURPOSE STATEMENT:
The position of Research Data Management Specialist:

a) Provides a high quality data service that interoperates with national and international services with the focus on major scientific domains with major activities at NCI, such as, Climate, Weather, Earth Observation, Geosciences, National Water Management, Astronomy and Genomics;

b) Provides data management expertise and guidance to support the user community and the implementation of NCI's research data management to maintain high scientific quality and trustworthy data collections for high performance data access and analysis;

c) Leads the creation of documentation and user materials, and contributes to the development of high quality training tutorial and workshop presentations and materials;

d) Undertakes leadership roles which may include one or more of project supervision, stakeholder engagement and coordination.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The position of Research Data Management Specialist reports to the NCI Data Collections Manager, and is located in a Data Management team within the portfolio of the Deputy Director (HPC and Data Innovation). In undertaking their work, the incumbent will work/liaise with other members of the NCI Team.

Role Statement:
Under the broad direction of the Data Collections Manager, the incumbent will:

- Develop and maintain high quality data management service for the users of national research data collections at NCI. This involves managing processes to replicate, share, and publish the data held in NCI's data collections, which is then used by virtual laboratories, users programs, packages and software, or by other services. The data management practices include metadata management, data formats, version control, quality control, unique identifiers, access controls through authorisation policies, license management, and data management plans.
- Evaluate and improve the quality of the data used for integration and harmonisation used by scientific tools, software and services integrated into the NCI infrastructure and services.
- Contribute to user communication in the use of our data collections via web, other electronic forums, workshops and training, working group leadership, and project management, as well as direct engagement with staff in stakeholder organisations.
- Maintain currency with advances in relevant data management standards, tools and techniques, through literature, conferences, international working groups, and other means.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties, appropriate to this classification, as directed.
SELECTION CRITERIA:

1. Postgraduate degree and demonstrated research experience, or a science degree with extensive relevant experience in scientific data or an equivalent combination of relevant education and training.

2. Well-developed skills in scientific data from at least one of major modelling or observation data source (in particular climate and weather, satellite, environmental, geophysics, astronomy and/or genomics). Demonstrated experience in:
   a. data management practices used in large data collections for our scientific domains;
   b. international scientific data standards, formats and services used in our science domains;
   c. modern scientific computing environments; software applications and tools for viewing and analysing data.

3. Demonstrated experience in delivering a high quality service to users using Linux environments, by providing data quality control, providing consultation and advice on data assurance, analysing and resolving problems related to scientific requirements, and proactively seeking service improvements to meet emerging areas of need.

4. Highly developed oral and written communication skills and other reporting functions, with demonstrated capacity to develop and modify training materials, create and maintain a web presence, and present high quality workshops and tutorials in training exercises.

5. Demonstrated capacity to work as a member of a team to achieve high quality business outcomes.

6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature: Date:
Printed Name: Uni ID:

References:

Professional Staff Classification Descriptors
Academic Minimum Standards