



## Position Description

<b>College/Division:</b>	Research & Innovation
<b>Faculty/School/Centre:</b>	Scholarly Information Services
<b>Department/Unit:</b>	Australian Research Data Commons (ARDC)
<b>Position Title:</b>	Programs Architect (HASS & Indigenous Research Infrastructure), ARDC
<b>Classification:</b>	Senior Manager 1
<b>Position No:</b>	TBC
<b>Responsible to:</b>	Director People RDC and ARDC Deputy CEO
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	TBC

### PURPOSE STATEMENT:

The Australian Research Data Commons (ARDC) is Australia's peak infrastructure for research data funded by the Australian Commonwealth Government through the National Collaborative Research Infrastructure Strategy (NCRIS). At the ARDC, we're accelerating Australian research and innovation by driving excellence in the creation, analysis and retention of high-quality data assets. We partner with the research community and industry to build leading-edge digital research infrastructure

The ARDC strategy puts the researcher at the centre. Our purpose is to provide Australian researchers with competitive advantage through data. This is reflected in the matrix structure of the organisation, which groups staff into Business Units (Outreach, National Coordination, Services and Operations), and Strategic Pillars.

The ARDC is committed to diversity, equity and inclusion in the workplace. The ARDC seeks to foster an organisational culture that understands the value of individual differences and embraces and promotes treating all people with respect, dignity and equity. This is supported by the ARDC's organisational values:

Ambition, Focus, Collaboration, Flexibility, Transparency.

The HASS and Indigenous Research Data Commons (HASS&I RDC) is a national-scale data infrastructure for HASS and Indigenous research and research translation. Several projects represent the foundational investment in the HASS RDC and Indigenous Research Capability Program including the Language Data Commons of Australia and Improving Indigenous Research Capabilities. The technical outputs of these projects will provide infrastructure that can be adapted for use by other disciplines and research areas in HASS and Indigenous research communities, and to continue the expansion of the HASS&I RDC Program.

The Programs Architect, positioned within the HASS&I RDC and under the broad direction of ARDC Executive, works with staff from across the business units and leads the design and specification of national research infrastructure and capabilities.

The Programs Architect assesses current digital HASS and Indigenous capabilities, designs, and scopes new data and technology solutions to fit the HASS and Indigenous research environment and address the needs of researchers and research organisations.

The Programs Architect understands how HASS and Indigenous research and service processes work and how technology systems can be applied in an infrastructure environment.

The program architecture informs program/project design which in turn, working with ARDC expertise, leads to ARDC's own service development as well as ARDC-driven national partnerships and initiatives.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The position reports to and works under the broad direction of the ARDC Director, HASS&I RDC and ARDC Director, People RDC (Deputy CEO) and has no direct supervisory reports. In a matrix model the Programs Architect will manage the day-to-day activities of some ARDC staff allocated to projects led by the Programs Architect.

**Role Statement:**

Under the broad direction of the ARDC Director, HASS&I RDC and ARDC Director, People RDC (Deputy CEO), the Programs Architect will:

- Design a rolling program of targeted consultation, participatory design, and stakeholder roundtables to both inform and socialise architecture and program/ project design.
- Develop and document ARDC's HASS and Indigenous research infrastructure programs architecture .
- Communicate the programs architecture to multiple audiences both technical and business as well as both internal and external to ARDC.
- Assist the director, program managers and technical specialists in scoping programs and projects to implement the architecture, including ongoing high level contributions at the program and project level.
- Develop high level user stories.
- Identify KPIs, success metrics, and impact pathways with implementation program managers to ensure solutions realise their anticipated benefits.
- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

**SELECTION CRITERIA:**

1. Postgraduate qualifications in a relevant field (e.g. computer science, information science, data science) plus relevant experience or an equivalent combination of extensive experience and education and/or training; or extensive experience and specialist expertise or broad knowledge in an administrative field; or an equivalent combination of relevant experience and/or education/training.
2. Extensive experience applying digital solutions in a HASS or Indigenous research, policy, or service environment
3. Extensive experience in information systems and data environments desirably including analysis platforms, access and authentication systems, data management and discovery systems, and data integration and linkage
4. Strong analytical skills with a demonstrated ability to analyse and document the needs, practices, systems, processes, and workflows of (research) user communities and organisations.
5. Extensive experience in scoping solutions for (infrastructure) systems development, preferably in a multi-organisational environment
6. Excellent communication skills both written and verbal that are appropriate to leading technical and business directions
7. Interpersonal skills and an ability to nurture productive working relationships across a broad spectrum of people and organisations, including the ability to consult, negotiate and cooperate with colleagues in a team environment.
8. A demonstrated high-level 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.*

<b>Supervisor/Delegate Name:</b>	Adrian Burton	<b>Date:</b>	17/9/2024
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**References:**

[Professional Staff Classification Descriptors](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	Scholarly Information Services	<b>Dept/School/Section</b>	Australian Research Data Commons
<b>Position Title</b>	Programs Architect	<b>Classification</b>	SM1
<b>Position No.</b>	TBC	<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>	<b>regular</b>	<b>occasional</b>
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					
<b>Supervisor/Delegate:</b>		<i>Adrian Burton</i>		<b>Date:</b>	<b>17/9/2024</b>