POSITION DESCRIPTION

Research Data Support Officer (Health Precincts and Data Visualisation)

Position Summary

The Division of Research & Enterprise at UNSW is responsible for the strategic research direction and overall research performance of the University, in particular, maintaining and advancing the University's profile in research and research training, as well as technology transfer.

The Research Data service portfolio supports UNSW researchers by reviewing, classifying and promoting Research Cloud and Data platforms which can be used for appropriate storage and analysis of research data. Portfolio activities include: consulting services; supported data storage platform and tool best-practices; marketing, training and community building initiatives to communicate good practice and supported platforms; auditing and reviewing of research data management plans for highly sensitive or complex datasets, providing policy advice to researchers and input into campus data storage and data management projects.

The Research Data Support Officer (Health Precincts and Data Visualisation) is responsible for providing subject-matter expertise and best-practice advice on research data management practices and promoting supported data storage platforms and tools.

This role has a specific focus on providing advice relating to sensitive medical data including advice on managing PII (personally identified information) at a project and organisational level. This role will also support UNSW Health Precinct data management and data visualisation projects and activities with partners.

The role of Research Data Support Officer reports to the Research Data Team Lead and has no direct reports.
Accountabilities

Specific responsibilities for this role include:

- Provide subject matter and platform expertise to stakeholders, including maintaining a detailed knowledge of best-practices and relevant current technologies, which support UNSW research in the portfolio area (Data Services for Health Precincts and Data Visualisation). This includes knowledge of data management practices related to handling of PII and other data in university, health and medical settings using current and emerging UNSW data platforms (including OneDrive, LabArchives, RedCap ERICA, Clinical Trials platforms).
- Manage the development and implementation of service improvement activities for the assigned portfolio area. This includes establishing data management practices for UNSW precinct activities and UNSW Data Visualisation community.
- Liaise with UNSW researchers, to deliver relevant and timely advice and support related to their research activities by responding to their data queries.
- Review and audit Data Management plans to ensure a high level of quality and identify data risks. Track and review sensitive and complex data plans while auditing an agreed sub-set of plans with lower classifications. Promptly identify issues and escalate these appropriately.
- Implement service promotion activities in the portfolio area, including developing and maintaining a community-of-practice and marketing activities. This includes running training and engagement activities (both formal and informal) and ensuring service alignment with other UNSW and external service providers.
- Develop and promote Best Practice guidelines, processes and procedures for using Data Tools in consultation with UNSW researchers, Data Governance, and UNSW IT.
- Build and maintain effective relationships with internal and external stakeholders. This includes researchers, and other support staff at UNSW and precinct partners.
- Represent Research Technology services within UNSW or at external meetings and conferences and advocate for UNSW Research Technology Services.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Tertiary qualification with substantial relevant experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Significant experience providing support for Research Data activities or working as a researcher with large or complex datasets, in environments such as a University, eResearch, or Scientific Organisation at a project or whole-of-organisation level.
- Proven subject matter expertise in assigned portfolio area, including a clear understanding of Data Management principles and the Australian Code for the responsible conduct of research and other legislative and policy frameworks which apply to Research data in Australia including handling PII and other sensitive data sets in health.
- Strong verbal and written communication skills in informal and formal contexts. This includes an ability to effectively deliver technical and policy advice to academic researchers or equivalent groups and the ability to implement service promotion activities independently.
• Demonstrated understanding of the current Australian National eResearch Infrastructure landscape and current national activities for assigned portfolio area, including an understanding of the national capabilities available to researchers for storing, analysing and publishing their research data.

• Excellent interpersonal skills, with the ability to foster lasting relationships across a diverse range of stakeholders while demonstrating UNSW behaviours.

• Ability to work in a team and independently to prioritise in a challenging environment including flexibility in dealing with multiple assignments and working independently on several projects simultaneously.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.