The Peter Doherty Institute for Infection and Immunity
Faculty of Medicine, Dentistry and Health Sciences

APPRISE Data Manager

POSITION NO	0043022
CLASSIFICATION	HEW 8
SALARY	$95,844 - $103,739 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Fixed term position available for 1 year Fixed term contract type: Externally funded contract employment
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jodie McVernon Tel: +61 3 8344 0633 j.mcvernon@unimelb.edu.au *Please do not send your application to this contact*

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about.unimelb.edu.au/careers

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Position Summary

The APPRISE Data Manager role will provide support to geographically distributed data holders to facilitate national and international information sharing, as part of a new NHMRC Centre of Research Excellence (CRE) called the Australian Partnership (for) Preparedness Research on InfectiouS (disease) Emergencies (APPRISE). The APPRISE CRE consists of a multi-disciplinary, nationally-distributed team of investigators and collaborators that will conduct high impact research to strengthen Australia's emergency response to manage infectious diseases in different settings, including in the community, health sector and at the nation's borders. The work will inform Australia's response to a) new pathogens that might emerge in Australia; b) new pathogens that might emerge outside Australia; or c) existing pathogens that become of concern locally or regionally through changed circumstances, for example increases in vector-borne diseases in Northern Australia.

The overarching goals of this CRE are to 1) establish a sustainable, national, multi-disciplinary research team, linking existing and new national and international networks to undertake infectious diseases emergency response research, which is of the highest quality and impact; 2) develop a cohesive research strategy for emergency response to infectious diseases across clinical, laboratory and public health domains, guided by ongoing consultation with key stakeholders; and 3) generate and implement the best evidence for emergency responses to infectious diseases through capacity building and training and rapid, effective communication with front line health workers, policy makers and consumers.

The APPRISE Data Manager will help to identify technologies that support data gathering, management and analysis. In particular, they will provide guidance and support in identification of methods for the integration of research data across the consortium, including issues of digital access, documentation, data repository management, biobanking, tools and services. The appointee will advise on appropriate software, policy, workflows and other change management required to maximise the proposed collaborative use and reuse of research datasets.

The appointee will be committed, highly motivated and organised, with the ability to communicate effectively with a diverse group of individuals. The position will be based at the Peter Doherty Institute for Infection and Immunity, a joint venture between The University of Melbourne and The Royal Melbourne Hospital. The Data Manager will work closely with the APPRISE Project Officer and the leadership of the CRE and will be supervised by the Director of Doherty Epidemiology. Additional support will be provided by the NCRIS-funded med.data.edu.au national Health and Medical research data initiative through its constituent members Intersect, VicNode and QCIF.

1. *Key Responsibilities*

- Identify services and tools to facilitate identification, storage, sharing, reuse and dissemination of research data.

- Provide consultation services to the research community to implement strategies for the management and curation of research data throughout the project life cycle.

- In conjunction with the Centre leadership and constituent members, develop mechanisms for searching and accessing data collections across the consortium.

- Contribute to the identification of data repository platforms and provide guidance on the creation and integration of curatorial workflows in data repositories.

- Develop and implement policies, procedures, standards and practices.

- Catalogue and control metadata parameters and metadata administration towards the automation of data extraction.

- Ensure consistency and documentation of data curation and extraction procedures.

- Communicate effectively with researchers to facilitate definition of relevant data specifications.

- Deliver expert technical advisory services relating to the use of research databases, to potentially non-technical audiences.

- Travel to collaborating sites may be required from time to time to support local data managers in their curation and integration activities.

- Perform Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- Completion of a post graduate degree (or significant progress towards completion) or extensive experience in information management or information technology, with a strong combination of technical and information science knowledge.

- Relevant experience in research data management as a researcher or research data manager or research data repository manager or digital archivist or in similar roles.

- Knowledge of issues and developments in eResearch, data linkage and repository development.

- Experience using standards based content management systems and collection management software, including an understanding of database systems, SQL queries, XML, RDF, scientific metadata standards, API development and related technologies, as well as protocols such as OAI-PMH.

- High level interpersonal, consultation and negotiation skills, including the ability to liase effectively with a diverse range of stakeholders and to communicate effectively on complex technical issues with technical and non-technical audiences.

- Demonstrated understanding of academic research processes with capability and interest in developing in-depth knowledge of the research and collection management needs of researchers across the APPRISE consortium.

- Demonstrated ability to initiate and establish good working relationships with academic staff and other key stakeholders with a strong client focus.

2.2 DESIRABLE

- Demonstrated understanding of University policies and procedures.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The APPRISE Communications Officer reports to the Director of Doherty Epidemiology and is expected to work under broad direction with a degree of autonomy, whilst demonstrating initiative and responsibility for day-to-day tasks. Support and advice will be available from med.data.edu.au member teams required and requested.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires diplomacy, sound judgment, and maturity to communicate with a wide range of stakeholders, including community, health sector and government. The position requires initiative, flexibility and the ability to prioritise and manage a wide range of activities guided by the Director of Doherty Epidemiology.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This role requires development of an extensive knowledge of the structure of the Doherty Institute. Knowledge of the systems and processes of the University of Melbourne is highly desirable.

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 RESOURCE MANAGEMENT

The incumbent will be responsible for managing and using resources in line with Institute and University policies and procedures.

3.5 BREADTH OF THE POSITION

The APPRISE Data Manager will work closely on the functions of the CRE, and be required to interact with a variety of participants across the project.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that

address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It was officially opened in September 2014 and is a joint venture between the University of Melbourne and Melbourne Health. The Doherty Institute has a major focus on diseases that pose serious public and global health threats such as influenza, tuberculosis, HIV, viral hepatitis, Ebola and drug resistant bacteria. The Doherty's activities are multi-disciplinary and cross-sectoral, placing great emphasis on translational research and improving clinical outcomes. Teams of scientists, clinicians and epidemiologists collaborate on a wide spectrum of activities - from basic immunology and discovery research, to the development of new vaccines and new preventative and treatment methods, to surveillance and investigation of disease outbreaks.

Further information about the Doherty Institute is available at: http://www.doherty.unimelb.edu.au

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is $630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 researchers and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.3   THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.4   GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. http://research.unimelb.edu.au/our-research/research-at-melbourne

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

▸ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

▸ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

▸ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance