THE UNIVERSITY OF
MELBOURNE

Melbourne Data Analytics Platform (MDAP)
Chancellery Research and Enterprise

Research Data Specialist (HASS focus)

POSITION NO	0053882
CLASSIFICATION	Level A
SALARY	Lvl A - $75,289 - $102.163(pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time Applications for part-time or flexible working arrangements will be welcomed and fully considered, subject to meeting the inherent requirements of the position
BASIS OF EMPLOYMENT	Fixed-term position available for a period of 2 years
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Prof. Andrew Turpin Tel. 0421544962 Email aturpin@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Research Data Specialist (RDS) will be a highly flexible, collaborative and innovative individual joining the Melbourne Data Analytics Platform (MDAP). They will have a primary focus on Humanities and Social Sciences (HASS). They will be responsible for advising on, building and/or maintaining software and systems that support activity related to collection, analysis, storage and presentation of research data at The University of Melbourne. In addition to constructing software, the RDS will give advice to researchers related to software and computing resources. The RDS will also be responsible for actively contributing to the building of a community of similar specialists across the whole University research ecosystem including: sharing of technical expertise; regular attendance and participation in community events; active promotion of the community across the University; and contribution to the structure and direction of the community.

Reporting to MDAP leaders, the RDS will be expected to work closely with MDAP colleagues, researchers and university service providers on specific research projects which could last from days to months, and build on-going relationships with members of the research community at the University. There is also the expectation that some portion of the role will include working in a more transactional role helping researchers with small, one-off data-related problems.

This role will enhance MDAP, a translator workforce built in 2019 as part of the Petascale Campus Initiative (a five-year program to increase the capacity for data-intensive research at The University of Melbourne). It is envisaged that this workforce will be an ongoing, vital resource to support the University's leading international research efforts in HASS.

1. Key Responsibilities

1.1 RESEARCH SUPPORT AND DEVELOPMENT

Provide advice, support and development to researchers. This may include any or all of the following.

▸ Acknowledged contributions to research outputs such as publications, creative outputs, grant applications, patents, or open-source software projects.

▸ Contributions to the development of graduate researchers.

▸ Contributions to research project management.

▸ Delivery of support and development programs, including across post-graduate, team and non-standard research projects.

▸ Engagement with communities, government, and business as required.

1.2 COMMUNITY BUILDING

Help to strengthen communities of practice through active collaboration, networking and membership across all research areas. This could include some or all of the following.

▸ Active participation in community events, such as seminars and workshops.

▸ Contributions to education and training activities, including across disciplines.

▸ Advocacy of activities of the community of data specialists across the University.

1.3 LEADERSHIP AND SERVICE

Use your wide engagement networks to enhance leadership and visibility of data-intensive research. This could include some or all of the following..

- Active engagement with leadership and coordination roles within the community, academic divisions, expert panels, or external professional and disciplinary communities.

- Compliance with University policy and procedural requirements.

- Continuing professional development activities of self and others.

- Effective demonstration and promotion of the Values of the University, consistent with the principles of justice, equity and the pursuit of excellence.

2. Selection Criteria

2.1 ESSENTIAL

- A PhD or equivalent experience in a data-intensive HASS research field.

- Strong technical expertise in at least one of data collection, analysis, management, or presentation.

- Excellent problem solving ability, including flexibility and willingness to tackle any research problem in any discipline over varied time frames.

- Excellent communication skills, including the ability to communicate across academic disciplines.

- Relevant experience in the Humanities, Social Sciences, Education, Visual or Performing Arts, and/or education/training in the digital humanities.

- Ability to work in a team environment, and contribute to team building.

- Comfortable with a performance-based culture, including being open, honest, and direct in speech or writing, especially when dealing with unpalatable matters, and the ability to self-reflect and set goals.

2.2 DESIRABLE

- Knowledge of the operation of structures universities, particularly Melbourne.

- Tenacity to persevere with difficult tasks and be results oriented

- Research experience in a technical discipline such as computer science, mathematics, or similar.

2.3 OTHER JOB RELATED INFORMATION

- Occasional work after hours required for events and national and international conferences and calls.

- Occasional work at conferences at local, interstate and overseas locations may be required.

3. 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 Advancing Melbourne strategy that addresses 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 desire to strive for excellence and reach the targets of Advancing Melbourne.

4. 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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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

5. Other Information

5.1 MELBOURNE DATA ANALYTICS PLATFORM (MDAP)

http://mdap.unimelb.edu.au

The Melbourne Data Analytics Platform (MDAP) was established in June 2019 as a workforce of translators to support data-intensive research. Currently employing a sizeable team of research data specialists, the platform collaborates on research projects from all areas of the University. This team is working to ensure our researchers, students and collaborators have the necessary tools and resources now and in the future to keep us at the leading edge of research in this exciting, fast-paced era of data science.

MDAP was established as part of the Petascale Campus Initiative (PCI): a five year plan to increase the informatics, data and compute capabilities for the University over 2018 to 2022. PCI has a structure to support our researcher-led vision: embedding a process of continual consideration, development and resourcing for both our digital science

infrastructure and the academic specialists who will help us maximise our use of that infrastructure.

5.2 BUDGET DIVISION

The Chancellery Research and Enterprise portfolio is led by the Deputy Vice-Chancellor (Research) and works across a number of areas including:

- Research and research training strategy
- Research partnerships and collaborations, including industry, government, research organisations and institutes – both domestically and internationally
- Research infrastructure, including cross-Faculty, whole-of-University and interdisciplinary research initiatives, including implementation of key Research at Melbourne initiatives
- Research performance and impact, including research metrics, research rankings and government-sponsored exercises like Excellence in Research for Australia (ERA)
- Research systems strategy (how our enterprise systems support the business of research)
- Research ethics and integrity, including consideration of research misconduct
- Enterprise, industry engagement and innovation and
- Research capability – including graduate research.

5.3 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

5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.5 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 https://about.unimelb.edu.au/strategy/governance