Position Description

College/Division:	National Computational Infrastructure (NCI)
Faculty/School/Centre:	National Computational Infrastructure (NCI)
Department/Unit:	
Position Title:	Virtual Laboratories Systems Manager
Classification:	Senior Manager 1 (Information Technology)
Position No:	
Responsible to:	Associate Director, Research Engagement and Initiatives NCI
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Virtual Laboratories Systems Manager will play a leading role in the management and delivery of virtual laboratory technical infrastructure, incorporating the identification, analysis and mitigation of risks associated with Virtual laboratories operations.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

The Virtual Laboratory Systems Manager at the NCI (a) focuses on the delivery of efficient, effective and secure virtual laboratory technical systems and operations, (b) takes a leading role in the design and planning of Virtual laboratory systems software (data services, integration over networks and authorisation systems, and system software), and (c) contributes to strategy development in infrastructure planning and sustainable deployment practices.

The position of Manager, Virtual Laboratory Systems reports to the Associate Director, Research Engagement and Initiatives.

Role Statement:

Under the broad direction of the Associate Director Research Engagements and Initiatives NCI, the incumbent will:

1. Lead the planning, configuration and management of Virtual Laboratories technical systems and services including data services, integration over networks and authorisation systems, and system software, and to the development of longer term strategies for sustainable deployment practices.
2. Manage Virtual Laboratories and data services performance, reliability and develop and implement strategies which improve the provision of Virtual laboratories services.
3. Identify risks associated with Virtual Laboratory implementations and operations, and develop and implement technical policies and processes to manage risk.
4. Provide expert technical advice and assessments on Virtual Laboratory system matters to NCI's management team and its national and international collaborators, and provide guidance and mentoring to NCI technical support staff.
5. Maintain detailed knowledge of best-practices in Virtual Laboratory system integration and management, and an awareness of relevant state-of-the-art technologies that might be applied to current and future Virtual Laboratory systems.
6. Develop strategies and plan the configuration of future scalable virtual laboratory and digital environment software and systems, including operating systems, data storage, networking and software for the NCI facility.
7. Supervise staff in the Virtual Laboratories Team.
8. Comply with all ANU policies and procedures, and in particular those relating to health and safety, and equal opportunity
9. Other duties, as appropriate to this classification, and as directed.

For assistance please contact HR Division Ph. 6125 3346

SELECTION CRITERIA:

1. Preferably a postgraduate degree, with extensive relevant experience, or an equivalent combination of education, training and experience demonstrating the capacity to undertake the role

2. Demonstrated high level of knowledge and extensive experience in the core aspects of complex Virtual Laboratory systems (including dev-ops software stack deployment, data storage access, high performance and wide-area federation technologies, authentication and authorisation, and linux operating systems).

3. Demonstrated high level of knowledge and experience in planning, configuring, deploying and maintaining complex virtual laboratory systems to provide high quality services to researchers nationally.

4. High level of understanding, and ability to manage, the issues and risks of virtual laboratory system operations, including reliability and high level security and complex fault management.

5. Demonstrated knowledge and extensive experience of performance issues and tuning of balanced complex virtual laboratory systems, particularly system and data scalability and software management.

6. Solid understanding of the needs and priorities of contemporary research that relies on computational science techniques and methods, and particularly for virtual laboratory applications and federations.

7. Demonstrated high level oral and written communication skills; including a proven ability to: plan and write high quality reports, assessments and documentation; and adapt to change as infrastructure and service requirements evolve.

8. Proven experience in managing, and working within a team to deliver outcomes.

9. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

Supervisor/Delegate Signature:	Professor Sean Smith	Date:	
Printed Name:		Uni ID:	

References:

General Staff Classification Descriptors

Academic Minimum Standards

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	National Computational Infrastructure (NCI)	Dept/School/Section	
Position Title	Virtual Laboratories Systems Manager	**Classification**	Senior Manager 1
Position No.		**Reference No.**	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.

- This form is used to advise potential applicants of work environment issues prior to application.

- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp   Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

- '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

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
catering / food preparation	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:	Ben Evans	Print Name:		Date:	

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