

<b>POSITION TITLE</b>	Team Leader - Data Services
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<b>FACULTY/INSTITUTE/DIVISION</b>	Deputy Vice-Chancellor (Research)
<b>SCHOOL/SECTION</b>	Integrated Marine Observing System (IMOS)
<b>CAMPUS</b>	Waterfront Building
<b>CLASSIFICATION</b>	HEO 9
<b>DATE</b>	October 2018

<b>POSITION SUMMARY</b>
<p>The Integrated Marine Observing System (IMOS) is a national collaborative research infrastructure, supported by the Australian Government. It is operated by a consortium of institutions as an unincorporated joint venture, with the University of Tasmania as Lead Agent (<a href="http://imos.org.au/">http://imos.org.au/</a>). IMOS provides a national, multi-institutional capability to undertake systematic and sustained observing of the marine environment, from the open ocean onto the continental shelf and into the coast, and across physical, chemical and biological variables.</p> <p>All observations undertaken by IMOS produce data streams in near real time and/or delayed mode (quality controlled), that are discoverable, accessible, usable and reusable via the Australian Ocean Data Network (AODN). Increasingly, even more data is being made available via AODN from a wide range of partner organisations – research institutions, Federal and State Government departments, and private industry. As the national scale marine observing system, IMOS supports a high level of international collaboration.</p> <p>The Australian Ocean Data Network (AODN) facility of IMOS has developed a single integrative framework for marine data and information management, discovery and access, supporting both IMOS and the Australian marine community. This infrastructure employs open source principles and is standards-based, utilising ISO and OGC standards for metadata and data, based on an Amazon Web Services platform. The AODN team is structured as two interleaved groups – Information Infrastructure and Data Services – working together to deliver information services for IMOS and the AODN.</p> <p>The primary role of the Team Leader - Data Services will be the management of the Data Services team. This will involve primary tasks of - staff management and development; project management of all aspects of data management and data product generation and delivery; leadership in future data services development; ensuring data services development can be met by the Information Infrastructure group; work within the AODN Executive (Director, Executive Officer, two team leaders) to prepare (and deliver) business and implementation plans for the AODN. The Team Leader – Data Services is expected to work closely with the Team Leader - Information Infrastructure to ensure full integration of activities.</p> <p>The appointee will also support the development and maintenance of strong linkages with all IMOS/AODN collaborating partners, and other related initiatives nationally and internationally.</p> <p>This position will involve travel to other IMOS facilities and members of the AODN across Australia, as well as internationally.</p>

## POSITION RELATIONSHIPS

<b>Supervisor</b>	Director, AODN.
<b>Direct reports</b>	The Data Services team (approximately 6 FTE)
<b>Other</b>	<p>The incumbent must be able to relate effectively with and form strong working relationships with:</p> <ul style="list-style-type: none"><li>• The Data Services team.</li><li>• The AODN Director, Executive Officer, Team Leaders and other members of the AODN team</li><li>• The IMOS Director and staff of the IMOS Office.</li><li>• Other IMOS and AODN personnel.</li></ul>

## KEY ACCOUNTABILITIES AND OUTCOMES

1.	Responsibility for management of members of the Data Services team and their staff development and training.
2.	Project management of all aspects of data services development.
3.	Leadership in future data services development.
4.	Ensuring data services development meets the needs of IMOS/AODN in general and that the Information Infrastructure group can meet all developments.
5.	Work within the AODN Executive (Director, Executive Officer, two team leaders) to prepare business and implementation plans for the AODN.
6.	Work within the AODN Executive to deliver the AODN implementation plan.
7.	Engage with the national and international marine science community to ensure best practice and promote uptake and use of AODN data streams and data products

## DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Tasks are performed under the broad direction of the Director - AODN, or nominated delegate, demonstrating autonomy and accurate decision-making. Decisions to be made within the scope of existing policy and procedures.

The position may suggest improvements to workflows, policies and procedures and assist in their ongoing development.

## POSITION CRITERIA

### Essential Requirements

1. Postgraduate qualifications in marine science and/or in information systems management and/or demonstrated experience.
2. Extensive experience of information management issues and technologies which are relevant to managing distributed, heterogeneous scientific data and resources in the long term and in an on-line environment.
3. Ability to lead, motivate and train team members, to establish priorities and manage competing deadlines for self and others.
4. Extensive experience of distributed data systems, metadata standards and use, data exchange protocols and methods, and spatial/geographic information systems.
5. Excellent interpersonal skills, with a strong focus on oral and written communication including effective high-level report writing and synthesis of system analytics and information.
6. Demonstrated experience in project management including planning and reporting and implemented under a recognised project management framework, such as Prince II.
7. Demonstrated experience in the data workflow including the planning phase, deployment and recovery of instruments, data processing and quality control applied to the data and data delivery

### Desirable Attributes

1. A working knowledge of national marine science institutional arrangements including knowledge of arrangements underpinning the AODN; and experience in working with senior academic staff and scientific research personnel.
2. Demonstrated experience in identifying, engaging with and managing internal suppliers and external commercial service providers to deliver quality products on time and on budget.
3. An understanding of semantic web technologies and Linked Data, how it is used and relevant tools and standards such as vocabularies, SKOS, RDF, and ontology's.

## WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

#### UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- \* Creating and serving shared purpose
- \* Nurturing a vital and sustainable community
- \* Focusing on opportunity
- \* Working from the strength diversity brings
- \* Collaborating in ways that help us be the best we can

#### POSITION DESCRIPTION APPROVED

##### HEAD OF SCHOOL / SECTION

A handwritten signature in black ink, appearing to read "Roger Proctor".

Roger Proctor

17/10/2018

Signature

Name

Date

##### DEAN / HEAD OF DIVISION

Signature

Name

Date

##### PROVOST (for Academic Levels D & E)

Signature

Name

Date

##### HUMAN RESOURCES (Classification Assessed and Approved)

Signature

Name

Date