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| **Position Description** |

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| **Manager, Digital Research** | |
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| **Position No:** | NEW |
| **Business Unit:** | Office Pro Vice Chancellor (Research Capability) |
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| **Division:** | Office Deputy Vice Chancellor, Research & Industry Engagement |
| **Department:**  **Classification Level:** | Research Infrastructure  HEO9 |
| **Employment Type:** | Full-time, fixed term |
| **Campus Location:** | Melbourne (Bundoora) |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Digital Research - <https://www.latrobe.edu.au/research-infrastructure/digital-research>

**Position Context/Purpose**

Research excellence is at the core of La Trobe University’s *Research 2030* strategic plan that will bolster La Trobe’s reach and impact, grow research collaboration and partnerships and enhance the experience and outcomes for graduate researchers. Overseen by the Pro Vice Chancellor (Research Capability), the Office of Research Infrastructure is a key enabler that supports the conduct of research, through the provision of capabilities, equipment and expertise, to enable and accelerate new outcomes by our research students, broader research community and industry partners.

At La Trobe, Digital Research is an environment that unites researchers with technologies to accelerate research processes, create new workflows and enable new research outcomes. The use of digital technologies and methodologies now pervades all disciplines of research, from science technology engineering and mathematics (STEM) through to humanities, arts and social sciences (HASS). With the rapid growth in data science-based research methodologies and technologies, researchers need to understand how they can be of benefit to their research and how to apply them. This requires partnerships to be formed with researchers in order to understand their research and connect them with enabling technologies or drive the development of new ones.

A new full-time position with an initial term of three years has been created to drive forward La Trobe’s Digital Research (eResearch) program and support the use of digital infrastructure and tools to accelerate research across all disciplines of the university. Reporting to the Director, Research Infrastructure, the appointee will have a background in, and be passionate about, research and innovation. They will have extensive experience and technical skills in the use of computing and information technology in research applications. They will be required to build effective relationships with stakeholders across the university, including the Information Services division and the Library, in order to respond to the needs of the research community. The appointee will provide strategic and operational advice, have excellent communication skills to bring diverse groups together, and design and manage the implementation of digital / eResearch solutions.

**Duties at this level will include:**

* Responsibility for delivering on the strategies and actions of the goals associated with Digital Research/ eResearch under the Research Infrastructure Plan.
* Working with stakeholders to identify, develop and implement Digital Research capabilities including infrastructure, expertise and service requirements which proactively enhance La Trobe’s research capabilities.
* Building the Digital Research expertise and literacy of researchers and graduate researchers across all disciplines to develop their skills and expand their use of technologies in research.
* Identifying and supporting the implementation of systems to manage research data, create digital data sets and curate collections to ensure that they align with the FAIR Data Principles.
* Implementing research data management workflows into all facilities for the collection and storage of instrument data and associated metadata and linked to computational and informatics tools and resources.
* In consultation with stakeholders, identifying and implementing systems and workflows for the appropriate storage and sharing of sensitive data.
* Responsibility for program development and implementation and an ability to achieve objectives operating within complex organisation structures.
* Making significant high level creative, planning or project management contributions.
* Identifying trends, strengths, weaknesses, opportunities and risks in the professional area of responsibility that may have an impact on the University to enable appropriate and timely action to be administered, reporting where appropriate.
* Participating in the annual business planning process to support the strategic direction of the research portfolio.
* Substantial management responsibility, usually for a diverse set of functions, including responsibility for allocating resources, setting and reviewing longer term performance criteria and objectives.
* Conceptualising, developing and reviewing major policies, objectives, programs or strategies involving high level liaison with internal and external stakeholders, including framing relevant internal consultation and negotiation strategies.
* Reviewing performance and services in the area of responsibility and comparing it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University’s operations.
* Interacting with senior colleagues across all areas of the University, with internal and external committees and other external bodies, providing high level input.
* Other duties as required, commensurate with the scope and level of the position.

**Essential Criteria**

**Skills and knowledge required for the position**

* A degree, extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience, especially related to eResearch or the use of digital tools in research.
* Demonstrated expert knowledge of ICT infrastructure, high performance computing, ICT systems, programming languages, and database systems that underpin contemporary research activities across a broad spectrum of research, including in the Linux operating system.
* Familiarity of new and emerging research technologies and methodologies, including containerisation, and a demonstrated ability to understand how researchers can use technology to accelerate their research programs.
* Demonstrated expert experience in research solution design and ICT service development in an agile environment, including specification, design, implementation and evaluation.
* Demonstrated knowledge of research data management principles, practices, and associated methodologies, encompassing the research data lifecycle.
* Demonstrated ability to develop and implement innovative solutions and practices in pursuit of continuous improvement and operate effectively in a complex and political environment and balance a range of priorities and expectations.
* Excellent interpersonal skills with the demonstrated ability to motivate, influence and collaboratively engage and work with diverse groups to discuss solution requirements, including researchers, staff at senior levels, students, and other organisations.

**Capabilities required to be successful in the position**

* Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
* Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and organisational practice.
* Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
* Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

Text, letter

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For Human Resource Use Only

Initials: Date: