

Position Description

AI Systems Manager



Faculty/Portfolio	Office of the Deputy Vice-Chancellor Research (DVCR)
School/Centre	Applied Artificial Intelligence Institute (A ² I ²)
Basis of Employment	Full-time (36.75 hours per week), Fixed Term (3 years)
Primary Location of Work	Geelong Waurin Ponds Campus
Classification	HEW 9
Reporting Line	A ² I ² Head of Operations

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in India, China and Indonesia.

WHY WORK FOR OUR UNIVERSITY?

[Applied Artificial Intelligence Institute](#)

[Office of the Deputy Vice-Chancellor Research](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The AI Systems Manager is responsible for the computing operations and support of the AI-first ICT needs for staff and students of the Applied Artificial Intelligence Institute (A²I²). This will involve managing the day-to-day computing activities, managing efficient computing operations, as well as the development of leading-edge policies in relation to the hardware and software needs of the Institute, to ensure that the training and research objectives are achieved. The Institute systems and platforms for training and research include the specialist areas of robotics, machine learning, artificial intelligence, data science, cyber security, software engineering, health informatics, genomics and broad ICT.

The AI Systems Manager reports directly to the Institute Head of Operations, A²I². This position will effectively monitor, control and support ICT service delivery and operation management for the Institute, ensuring systems, methodologies and procedures are developed to meet the research needs of the Institute.

Key Relationships:

Internal	<ul style="list-style-type: none">• Applied Artificial Intelligence Institute - Head of Operations, Co-Directors, Senior Institute researchers• Institute ICT Support teams• eSolutions• School of IT ICT Support teams• Office of the Deputy Vice-Chancellor Research (DVCR)• Infrastructure and Property Group (IPG)
External	<ul style="list-style-type: none">• The position liaises with external suppliers of components and equipment.

PRIMARY RESPONSIBILITIES

- Support the strategic initiatives and operations of the Institute by proactively assessing technical requirements, proposing technical solutions, followed by effective planning and implementation of those solutions in collaboration with the senior staff of A²I² as guided by the Institute's leadership.
- Provide high level advice and support to A²I² and eSolutions leadership to develop a strategic roadmap outlining future upgrades and support procurements.
- Provide high level advice and support to Head of Operations and Senior staff to develop policy and operational guidelines to ensure optimum support for Institute research activities.
- Work collaboratively with members of eSolutions to provide high quality ICT support whilst advocating for the Institute's AI-first ICT systems, platforms, networking, computational and data needs.
- Maintain a detailed knowledge of enterprise and Institute ICT support processes and procedures to progress Institute initiatives, operational, training and research requirements.
- Manage the Institute's technical team to support a wide range of computing systems and platforms in the specialist areas of robotics, machine learning, artificial intelligence, data science, cyber security, health informatics, genomics and broad ICT including building and setting up new development tools and infrastructure.
- Manage the Institute's laboratories to ensure the training and research needs are supported at all hosted locations. This includes the life-cycle management of equipment and servers, whilst providing high quality technical support to staff and students.
- Manage the access, integrity and ongoing functioning of the computer information systems, compute infrastructure, learning and security platforms within the Institute to ensure they are operating at optimum capacity and security.
- Provide high-level advice and support to academic staff and students on the system design, development, and application to ensure high quality training and research output for the Applied Artificial Intelligence Institute.
- Provide high-level advice and guidance on leading-edge developments within computer systems, AI-first HPC platforms and infrastructure to assist the Institute to maintain a quality focus.
- Represent the Institute in various forums that are facilitated by eSolutions and Infrastructure Property Group (IPG), including collaborating with Institute ICT Teams, relevant staff in the Institute on actions, priorities, and policies being introduced by the University's central Divisions.

- Ensure the implementation of all University policies that relate to the areas for which the position is responsible, in particular, those relating to equal opportunity, occupational health and safety, risk management, staff development and staff performance planning and review.
- Any other duties as directed, commensurate with the scope and classification of the position.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's overall success and pushing the limits of A²I² capacity in delivering world-class AI solutions. You will be optimistic about the future of the University and the Institute; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- A graduate qualification in a relevant discipline with extensive experience and specialist knowledge in the IT technical field, or an equivalent combination of training and extensive relevant experience.

Capabilities and Personal Attributes:

- Proven experience with managing and maintaining computers and complex systems and networks, including the ability to identify, analyse and solve complex computer hardware and software problems.
- Demonstrable currency of experience in managing Linux, Windows Server, VMware virtualization, software defined storage and cloud or similar.
- Proven ability to design and architect AI and Machine Learning HPC compute, storage and network solutions and associated application software.
- Demonstrable ability to deploy and manage advanced AI, Machine Learning and Data Science platforms.
- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience, including the ability to train staff and students in the use of the technological devices mentioned above.
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required.
- Demonstrated ability to organise and plan, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities.
- Demonstrated ability to effectively monitor, control and support ICT service delivery

SPECIAL REQUIREMENTS

- Infrequent work outside business hours is required
- Infrequent travel will be required between Deakin campuses
- Working With Children Check

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.