

POSITION DESCRIPTION

Melbourne Data Analytics Platform (MDAP)
Chancellery Research and Enterprise

Research Data Steward Petascale Campus Initiative

POSITION NO	0048386
ACADEMIC CLASSIFICATION AND SALARY	Level A - \$72,083 - \$97,812 per annum (pro-rata for part-time); or Level B - \$102,967 - \$122,268 per annum (pro-rata for part-time) Level of appointment is subject to the appointee's academic teaching and/or research record, qualifications and experience.
WORK FOCUS CATEGORY	Academic Specialist
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	Multiple fixed-term positions available for a period of 2 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CONTACT FOR ENQUIRIES ONLY	Prof. Andrew Turpin Tel. 0421544962 Email aturpin@unimelb.edu.au or <i>Please do not send your application to this contact</i>

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

Position Summary

The Research Data Steward will be a highly flexible, collaborative and innovative individual, committed to maintaining and improving the University's research data management capabilities as part of the Melbourne Data Analytics Platform (MDAP). The incumbent will improve research data identification, management, curation, and preservation at the University of Melbourne by advising researchers, connecting researchers with existing services, and through hands-on collaboration and knowledge transfer with researchers. This role will work closely with existing capability in digital curation, digital preservation, and research data management experts, especially teams within Students and Scholarly Services and Research Platform Services at the University. It is further expected that the incumbent will help build and maintain communities of practice for those undertaking research data support across the University and beyond.

In partnership the incumbent will support the implementation of digital preservation at the University as an integrated part of the University's operational capabilities in digital assets management, research data management and digital collections. Reporting to the MDAP Lead, the incumbent will be involved in aiding in the implementation of policies, procedures, central and domain specific guidance.

The role is part of the newly formed Melbourne Data Analytics Platform (MDAP), a translator workforce being built as part of the Petascale Campus Initiative (a five-year program to increase the capacity for data-intensive research at The University). Once established, it is envisaged that this workforce will be an ongoing, vital resource to support The University's leading international research efforts.

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:

- ▶ Engagement in production of 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 or lab management.
- ▶ Delivery of support and development programs, including across post graduate, team and non-standard research projects.
- ▶ Aid in coordinating, developing, and maintaining data strategies facilitating both internal and external stakeholders and partners.
- ▶ Identify and assess valuable research data and digital assets, as well as existing and evolving data curation needs and priorities.
- ▶ Contribute to the development of procedures, standards, and guidelines for research data curation, appraisal of essential/valuable data, long-term preservation, and "end of life" strategies and plans.
- ▶ Implement procedures, standards, guidelines and improved practice, as a key part of programs of dissemination, awareness raising and liaison with other research data support practitioners and academics and around relevant issues.

- ▶ Contribute to initiatives in digital scholarship and data capability to maintain University leadership nationally and internationally. This can involve participating in innovation efforts, internal and external collaborations, in support of the evolving and expanding challenges in research data initiatives and the University's significant investment in high-value digital assets, and our ongoing ability to leverage these for large-scale research programs, partnerships, teaching, research training and for external engagement.

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:

- ▶ Contribute to training, information sessions and a supportive peer environment for the success of data curation practice
- ▶ 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 MDAP across the University and beyond.

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, depending on level of appointment.

- ▶ Attendance at relevant conferences.
- ▶ Membership of relevant committees.
- ▶ Assisting in training and mentoring others.
- ▶ 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.
- ▶ As this role is part of a new workforce at The University, it is expected that the specialist will contribute as required to reflecting on the nature of the workforce, their role, the shaping of the workforce, and development of policies, procedures and functioning of the workforce.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A research degree or equivalent experience in a data-intensive research field.
- ▶ Knowledge or practical experience of data management including current technologies such as data repositories, standards in descriptive and preservation metadata, research methodology and research data curation practices, and how data (digital) and software underpins high quality research

- ▶ Strong technical expertise in at least one area of data collection, analysis, management or presentation.
- ▶ Excellent communication skills, including the ability to communicate across academic disciplines.
- ▶ Advocacy, negotiation, and influencing skills and a proactive, innovative, and user-focused approach to building relationships across a range of professional and disciplinary areas and demonstrated experience in building and maintaining relationships with key stakeholders
- ▶ 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

- ▶ Multi-domain experience or organisation-level experience with research, research support, research data or data curation practices.
- ▶ Sound knowledge of the operation of structures and research drivers at Australian universities.
- ▶ Tenacity to persevere with difficult tasks and be results oriented
- ▶ Familiarity with broader trends in domain-specific research data management and curation, and drivers for curation of high-value digital assets and significant research data

3. Other Requirements

- ▶ 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.

4. 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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

5. 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:

<http://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.

6. Other Information

6.1 ORGANISATION UNIT

<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 data specialists and data stewards, 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 computing 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.

6.2 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.

6.3 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>.

6.4 GROWING ESTEEM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's

‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 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 <http://www.unimelb.edu.au/governance>