



DATA MANAGER – BUSHFIRE RESILIENCE PROGRAM

DEPARTMENT/UNIT	Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice President
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash University is full of thinkers and doers who are looking for their next challenge. So if you've forged a rewarding career so far, this role provides the perfect platform to join us. You'll have access to quality research facilities, infrastructure and teaching spaces to do exciting work, along with opportunities to collaborate internationally. You'll be part of a university that's made up of inspirational, challenging thinkers and doers – and continue doing work that makes a lasting impact. Discover more at www.monash.edu.

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organisational and governance and structure is available at www.monash.edu/about/structure.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact. MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit www.monash.edu/msdi.

The Bushfire Resilience Program is a partnership between Monash University, the Paul Ramsay Foundation, Metal Manufactures Pty Ltd, and The Australian Centre for Social Innovation. It was formed in response to the 2019/2020 Australian bushfires which aims to build resilience in communities experiencing entrenched disadvantage that were affected by the bushfires. The Program brings together a consortium of partners with the University's interdisciplinary research capabilities to work with these communities over a 5 year program to build resilience and develop the connections and leadership to shape their trajectories towards a thriving future through community-led processes. The Bushfire Resilience Program will develop an inclusive, participatory and evidence-based model for strengthening resilience across social, built, natural, institutional and economic domains. The Program has a significant focus on supporting communities to lead their own local initiatives and connect with each other to create the capacity, conditions and solutions for their long-term resilience.

POSITION PURPOSE

The **Data Manager** is an integral part of the Bushfire Resilience Program and will support the delivery of the Learning Network, research agenda and key program elements. This includes managing a range of strategic and operational activities including oversight and curation of a database to ensure systematic procedures for backup, security and the incorporation of new datasets, development of SOPs and maintenance of appropriate documentation, oversight of data entry and data cleaning via liaison with key staff and the supervision of programming changes, IT updates and the recommendation of data system improvements.

The position provides leadership to the Bushfire Resilience team members to ensure the delivery of high-level, professional services and effective achievement of priorities and provides expert advice at both strategic and operational levels. The Data Manager will provide regular reports and responses to ad hoc requests especially for grant submissions, the management of data quality control, auditing, data security and relevant reporting and participation in relevant committees.

Reporting Line: The position reports to the Executive – Network Lead under broad direction, operating with a degree of autonomy

Supervisory Responsibilities: This position may have direct supervision staff and contractors

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning and the achievement of business unit and MSDI goals
2. Manage the design and development of data management systems for a large transdisciplinary and applied research program involving both qualitative and quantitative data
3. Develop, maintain and actively manage troubleshooting software and data acquisition tools and platforms
4. Maintain and embed robust data governance and management practices across the program team
5. Develop and maintain systems and processes to ensure data integrity, privacy and security
6. Develop processes and procedures that support Indigenous data sovereignty and enable community access to and use of data
7. Plan, implement and coordinate a range of research and data administration tasks including providing support for field/research activities, undertaking data acquisition, input, validation, management and analysis, developing and maintaining the Program data sets and database, preparing results, and performing general data management tasks in accordance with research objectives, timeframes, protocols and regulatory compliance requirements
8. Manage a work environment of continuous review and improvement of business practices, operational processes and service provision

9. Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with university and legislative requirements
10. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice
11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications (computer science,) or progress towards postgraduate qualifications and extensive relevant experience (data systems); or
 - extensive management experience and proven data management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent management and customer service skills with proven ability to strategically manage and provide authoritative technical and policy advice at a high level
3. Proven ability to design and deliver data management systems for complex programs, which will also require attention to Indigenous data sovereignty issues
4. An ability to implement a best practice data governance and management approach, ensuring that data integrity is maintained and that data management systems support the Program's ambition and impact
5. Substantial knowledge of data transparency and accessibility, including tools and approaches for making data available to communities and other stakeholders
6. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation
7. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Superior interpersonal and communication skills with the ability to build successful relationships, influence, negotiate and achieve consensus at senior levels
9. Substantial knowledge and understanding of data governance, data security and access management
10. Demonstrated strong project management skills

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University and to regional NSW and Victoria will be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to university policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.