Australian National University

Position Description

College/Division:	Research and Innovation Portfolio
Faculty/School/Centre:	National Computational Infrastructure (NCI)
Department/Unit:	Business Development and User Engagement (BDUE)
Position Title:	Training Manager
Classification:	ANU Senior Manager 1
Position No:	-
Responsible to:	Deputy Director, Business Development and User Engagement (BDUE)
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

NCI is Australia's leading national provider of high-end computational and data-intensive services, with a highly respected reputation for its services, expertise and innovation. It forms an integral part of the Australia Government's research infrastructure strategy, and is engaged with, and embedded in research communities, high-impact research centres, and research institutions nationally. NCI is an operating unit of the Australian National University and is built on and sustained by a formal collaboration of national research organisations, ANU, CSIRO, Bureau of Meteorology, Geoscience Australia, other research-intensive universities, and eResearch support organisations nationally.

The position of Training Manager manages the provision of user-facing training services to the research communities and research organisations that are served by NCI.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position of Training Manager report to the Deputy Director, Business Development and User Engagement (BDUE), NCI. In undertaking their work, the incumbent to this position will work closely with all teams in the BDUE division.

Role Statement:

Under the direction of the Deputy Director, Business Development and User Engagement (BDUE), NCI, the incumbent will:

1. Lead and innovate the development of training and system/applications documentation at NCI.
2. Play a leading role in :
   a) Supporting staff members who are involved in developing and delivering user training;
   b) The development and maintenance of a comprehensive suite high performance computing and data (HPC/D) training courses at NCI. This entails direct contact with the user community, and the provision of engagement with the general HPC/D training community.
3. Take a leadership role in with working with, and overseeing the team that works with, individual users, research communities and staff from partner organisations to identify training needs to support users optimise codes for highly parallel use on the petascale facility, with the objective of enhancing research outcomes that leverage the value of the infrastructure.
4. Lead and oversee the development and delivery of training services at NCI, with particular contributions to:
   a) Design and ongoing development of course materials, ensuring that these are fit for purpose and tailored to the requirements of the target audience (online and face to face).
   b) Delivery of courses, including tutorials and tailored workshops (online and face to face).
   c) Design, develop and maintain the online teaching web portal for scalability of the training offering.

5. Guide and mentor staff involved in the development and delivery of training.
6. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

See the [classification descriptors for professional staff](#) and [minimum standards for academic staff](#)

SELECTION CRITERIA:

1. A higher degree in computational science, or a higher degree in a cognate field together with extensive experience in a significant HPC installation, or an equivalent combination of education, training and experience that demonstrates the capacity to undertake the role.
2. Broad experience in developing and delivering training for computational users, preferably in a high-performance environment.
3. Demonstrated experience of the use of high performance computing and data (HPC/D) in a scientific application research area, and a strong knowledge of HPC programming and contemporary directions in HPC/D. Experience must include MPI parallel programming, performance measurement and profiling of applications, and debugging in scientific computation.
4. Demonstrated high level oral and written communication skills, including sensible interpersonal skills, articulate process and procedures upwards, downwards and cross teams, proven ability to plan activities, write high quality reports, assessments, and training materials, and present high quality lectures, tutorials and workshops.
5. Capacity to:
   a) Effectively manage training services in a complex and diverse installation such as NCI — including the capacity to innovate and initiate new processes, procedures etc.
   b) Lead, mentor and develop staff.
   c) Contribute to the work of the broader team that sets the directions for.
6. Demonstrated high level of understanding of equal opportunity principles, and a commitment to the application of EO policies in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)
[Academic Minimum Standards](#)

Australian National University
Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Research and Innovation Portfolio	Dept/School/Section	National Computational Infrastructure (NCI)
Position Title	Training Manager	**Classification**	ANU Senior Manager 1
Position No.		**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☒	work in confined spaces	☐	☐
organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☒			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor/Delegate Name:		Date:	