Australian National University

Position Description

College/Division:	**National Computational Infrastructure (NCI)**
Position Title:	**Data Information Systems Specialist**
Classification:	**ANU Officer 8 (Information Technology)**
Responsible to:	**Data Information Systems Team Leader**
Number of positions that report to this role:	**Nil**
Delegation(s) Assigned:	**Nil**

PURPOSE STATEMENT:

The position of Specialist in Data Information Systems: (a) Develops high quality data information systems that interoperate with national and international services with the focus on major scientific domains with major activities at NCI, such as, Climate, Weather, Earth Observation, the Earth Systems Grid Federation, Geosciences, National Water Management, Astronomy and Genomics; (b) Provides data technology and information systems expertise and guidance, technical and user documentation, reporting, and other materials to support the user community, and the implementation of NCI's research data management service to maintain high scientific quality and trustworthy data collections for high performance data access and analysis; and (c) Undertakes leadership roles which include project supervision, stakeholder engagement and coordination.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position of Data Information Systems Specialist reports to the Data Information Systems Team Leader, and is located in the Data Management team within the portfolio of the Deputy Director (HPC and Data Innovation). In undertaking their work, the incumbent will work/liaise with other NCI staff members.

Role Statement:

Under the broad direction of the Data Information Systems Team Leader, the incumbent will:

1. Develop and maintain high quality data information systems for the users of national research data collections at NCI. This involves developing, adopting and adapting information systems technologies and data services, that replicate, manage, publish and expose data, and integrate them into NCI data collection management
2. Evaluate and improve the quality, integration, and harmonisation of the data information systems and services used by scientific tools and platforms that are integrated into the NCI environment, such as those used in virtual laboratories, data management, data services, cloud, and supercomputer environments
3. Contribute to user communication for research data management information systems including web, other electronic forums, workshops and training, direct engagement with staff in stakeholder organisations, working group leadership and project management
4. Maintain currency with advances in relevant data management information systems and services, tools and techniques, through literature, conferences, international working groups, and other means
5. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
6. Other duties, appropriate to this classification, as directed

SELECTION CRITERIA:

1. A relevant degree and demonstrated experience in HPC/Cloud environments (service configuration and deployment, and finding and resolving complex issues with large-scale systems) OR an equivalent combination of experience and education/training
2. Well-developed skills in scientific data technologies from at least one of major modelling or observation data source (in particular climate and weather, satellite, environmental, marine, geophysics, astronomy and/or genomics). Demonstrated experience in:
    a data services, technologies and protocols for access to be used in our relevant science domains;
    b scientific data catalogue information systems, database technologies and usage reporting;
    c scientific data standards and technologies for federations and high speed replication;
    d modern software development environments and libraries; and
    e software applications and tools for viewing and analysing data
3. Demonstrated experience in supporting high quality services to users using Linux environments; adapting and adopting technologies that integrate across data and other client and server technologies; analysing and resolving problems related to scientific requirements; monitoring the status of services; and proactively seeking service improvements to meet emerging areas of need
4. Highly developed oral and written communication and reporting skills, with demonstrated capacity to develop and modify training materials, create and maintain a web presence, and present high quality workshops and tutorials in training exercises
5. Demonstrated capacity to work as a member of a team to achieve high quality business outcomes
6. A demonstrated high level 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

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Research & Innovation Portfolio	**Dept/School/Section**	National Computational Infrastructure
Position Title	Data Information Systems Specialist	**Classification**	ANU Officer 8
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:**	