POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Digital and Data Manager

LOCATION:

Brisbane, Melbourne or Sydney

REPORTS TO:

Science and Innovation Director

CONTEXT

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.
- Strengthening and expanding the appropriate knowledge networks.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

Utilisation (translation and implementation) of the knowledge and other outcomes from the Centre's activities is an important activity and involves close collaboration with Centre end-users in emergency service organisations, land management organisations, government departments and businesses.

CENTRE VALUES

Respect – recognising and valuing the contributions of everyone through embracing diversity in gender, ethnicity and thought.

Focus – Ensuring that our activities are aligned with the Centre vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and use.

Supportive Leadership – Allowing all involved in the Centre to achieve their potential.

Trust and Collaboration – Sharing and working cooperatively in a trusting environment.

Independence – To be open, transparent and independent.

PURPOSE OF THE POSITION

The Digital and Data Manager is responsible for the Centre's overall data management practices, advice on digital product development and utilisation, and implementation and maintenance of the Centre's research data management framework.

This role ensures that all Centre data management practices comply with generally accepted and legislated corporate frameworks, as well as being consistent with the newly established research data management framework and its continuous improvement. It also ensures that digital research projects are scoped in accordance with good practice and with a long-term view of utilisation.

Additionally, the Digital and Data Manager will liaise with the Centre's third-party corporate shared service and research data catalogue suppliers to ensure that the Centre's ICT infrastructure supports both current and future corporate and research needs, with a focus on high levels of system service, maintenance and reliability.

The role also encompasses knowledge of the wider corporate and research data ecosystem, providing expert advice and guidance on data-related matters and digital applications to the Centre's Board and staff, thereby supporting strategic decisions and operational processes. This requires staying informed about the latest developments in both technical and functional data management and digital platforms and applications to advise on best practices and their potential impacts on the Centre. The Digital and Data Manager is also tasked with developing and maintaining polices related to data and information technology, reflecting current best practices and addressing emerging challenges in data management and technology use within the Centre.

KEY RESPONSIBILITIES

The Digital and Data Manager is accountable for:

DATA FRAMEWORK LEADERSHIP

- Understanding and managing the Centre's corporate data environment.
- Leading further development, implementation and ongoing maintenance of the Centre's research data management framework, ensuring all data practices comply with the Centre's data management framework and corporate data management environment.
- Continuously improve the data management framework to enhance data accessibility, integrity, security and useability across the Centre and for its stakeholders.

DATA CATALOGUE DEVELOPMENT

- Spearhead the further development and maintenance of the Centre's data catalogue, ensuring it is comprehensive, up-to-date and user-friendly.
- Implement regular reviews and updates to the data catalogue, incorporating new data assets and ensuring alignment with the Centre's research data management framework.

EXPERT ADVISORY ROLE

- Provide expert advice, guidance and project support on data-related matters and digital applications to the Centre's Board and staff, supporting strategic decisions and operational processes.
- Provide expert advice on the scoping, development and utilisation of digital products within the Centre's portfolio of research.
- Stay abreast of developments in the field of data management and digital applications to advise on best practices and potential implications for the Centre's operations.

ICT SUPPORT AND SECURITY MANAGEMENT

- Manage shared services arrangements for ICT support and security, ensuring these services meet the Centre's needs for reliable and secure ICT operations.

POLICY MAINTENANCE AND DEVELOPMENT

- Maintain and update the Centre's policies related to data and information technology, ensuring they reflect the current best practices in corporate and research data management.
- Develop new policies as needed to address emerging issues in data management and technology use within the Centre.

OTHER DUTIES

- Other duties as reasonably requested by management.

KEY RELATIONSHIPS

INTERNAL:

- Science and Innovation Director
- Research and Implementation Director
- Research Services Manager
- Node Research Managers
- Centre staff

EXTERNAL:

- ICT shared service provider
- Research providers and researchers
- End-users

SELECTION CRITERIA

EDUCATION:

- University degree, preferably in area relevant to data management and information technology, or equivalent work experience.

SPECIFIC KNOWLEDGE AND EXPERIENCE REQUIRED:

- Proven experience in project management and coordination.
- Strong written and verbal communication skills.
- Strong interpersonal skills, together with the ability to liaise effectively with a mature, friendly and confident personal style, and build and maintain strong and effective relationships with a diverse group of stakeholders.
- Proven experience in leading the development and maintenance of corporate data environments as well as research data frameworks and catalogues.
- Proven experience in leading digital innovation.
- Knowledge of universities and research agency data management approaches.
- High level of initiative and self-motivation, with the capacity to work both independently and as part of a team.

DESIRABLE KNOWLEDGE AND EXPERIENCE:

- At least five years' experience in a similar, or related role.