

JOB TITLE: Data Librarian (HEW Level 6)

JOB PURPOSE

The Data Librarian position is responsible for investigating and assisting with implementation of Library support services relating to description, storage and sharing of research metadata and datasets.

MAIN DUTIES

- Analyse information requirements relating to research data management by academics and assist with documentation of system specifications to meet these needs.
- Liaise extensively with research and Library staff to identify and collect information about data collections at the University.
- Assist with administration, analysis and reporting on Library study of academic research data management practices at the University.
- Develop, package, test and evaluate training resources for academic and Library staff to support standards-based research data management practices at the University.
- Investigate, document and assist with development of a register of metadata schemas for research dataset management.
- Create and edit metadata records for data collections to meet quality standards defined by the Australian National Data Service (ANDS).
- Assist with development, testing and documentation of services for registering and storing research metadata and datasets.
- Cooperate with all health and safety policies and procedures of the University and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the University.
- Other duties as required, appropriate to the level of the position.

PRINCIPAL ACCOUNTABILITIES

- Information about existing data collections and requirements relating to research data management by academics is documented and accessible.
- Data management training resources for academic and Library staff are delivered and evaluated.
- A register of metadata schemas for describing and managing research data is accessible by the University community.
- Support development of systems and services related to research data management.
- Work is carried out in ways that safeguard the OHS of staff and visitors, including contractors.

ENVIRONMENT

There is an emerging role for libraries to support, more directly, the research of their institutions and to improve the integration of library resources with practices of researchers throughout the research lifecycle – to incorporate the process as well as the outputs of an institution's research. Increasingly governments and funding bodies are requiring that research funded by them should be accessible beyond the life of the project. Well managed research data is fundamental for discovery of and access to research resources.

The Library provides a range of services to assist academic staff and postgraduate researchers to manage research resources. This includes research data and dataset management, development and support services for sharing information assets, and the management of scholarly outputs through an institutional repository. The Library participates in e-research projects and services supporting research data management needs of the University.

SELECTION CRITERIA

1. Extensive experience working with scholarly communication or research processes, through postgraduate qualifications and/or extensive relevant experience.
2. Demonstrated experience in the planning, implementation and reporting of information, research or data management projects or services.
3. Sound understanding of requirements for information management throughout the research lifecycle, including scholarly communication in a university or research environment.

4. Demonstrated experience in information management or content management, with knowledge of current technologies and standards such as institutional repositories, encoding standards (e.g. XML) and metadata.
5. Experience in developing and delivering training or support materials and services, including online products, in information management or a related area.
6. Demonstrated strong liaison, interpersonal, and communication skills, including the ability to build relationships across a range of professional and disciplinary areas
7. Demonstrated ability to work independently and with initiative, set priorities and balance the demands of a complex working environment.
8. Knowledge of OHS responsibilities and commitment to attending relevant OHS training.
9. Knowledge of equal opportunity principles.