# Research Projects – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Collection Management Systems Collections Data Manager |
| Reference Number**:** | 44001 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $78k to AU $88k plus up to 15.4% superannuation |
| Location**:** | Black Mountain, Canberra, ACT |
| Tenure: | [x] Indefinite  |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | [ ]  Australian Citizens Only[x]  Australian Citizens and Permanent Residents Only* [ ]  All Candidates
* *For Specified Term positions, we will accept applications from Temporary Residents with working rights for the length of the term, who do not require sponsorship.*
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| Functional Area**:** | Research Projects |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | Collection Management System Manager |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The CMS Collections Data Manager will work primarily with the Australian National Insect Collection (ANIC) as well as other National Research Collections Australia (NRCA) collections to manage and administer the Collection Management System (CMS) and Specimen Data (including but not limited to standards, processes, policies, integration, innovation, entry and quality). |

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| **Duties and Key Result Areas:** |
| Under the direction of the CMS Manager, manage on behalf of NRCA and Australian National Insect Collection (ANIC), the Collection Data Manager will:* Manage data entry
* Integrate and work closely on a daily basis with collections staff
* Report to the CMS Manager, Collections Group Leader and ANIC Collection Manager on a regular basis on progress and the CMS
* Own the delivery and day-to-day operation of data entry
* Manage and train ANIC data entry staff and volunteers
* Manage quality assurance of all data entry including:
	+ Monitoring of data entry metrics around speed, accuracy and unit costs for specimen digitisation
	+ Data analytics
	+ Ensuring that data standards are being met
	+ Monitoring of data entry quality including but not limited to legitimacy, accuracy and adequacy
* Perform the role of a CMS Super User:
	+ Running and compiling reports
	+ Adding and maintaining user accounts
	+ Import 3rd party data sources as needed (such as transcription data sets, annotation and assertion information from various data aggregators) in consultation with ANIC staff.
	+ Act as 2nd Level user support
	+ Provide advice to, and answer questions from, management, peers and system users on:
		- System functionality
		- Business processes
		- User requests
* Undertake simple customisations of the CMS such as:
	+ Ad-hoc reports
	+ Screens
	+ Type Lists
* Provide advice and look for innovation and process improvement opportunities
* Assist with the provision and maintenance of all system documentation including but not limited to:
	+ Training manuals
	+ Information documents
	+ User guides
	+ Multi-media versions of the above
* Work closely with the NRCA Digitisation Team and manage the data produced, ensuring quality, ingestion and compliance.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work as part of a multi-disciplinary, often regionally dispersed research team, to carry out tasks under limited direction in support of scientific research.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives.
* Allocate activities, direct tasks and manage resources to meet objectives.
* Foster open communication, provide coaching and on-the-job training to both support and research colleagues, as required, and provide recognition and acknowledgement for staff achievements.
* Adapt and/or develop original experimental methods/equipment/software/concepts/ ideas in support of existing and further research.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. **Communication:** Excellent communication skills, both written and oral, including the ability to anticipate the interests and knowledge level of an audience and present information and feedback accordingly**.**
2. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.
3. **Adaptability:** The ability to effectively manage a number of competing priorities simultaneously, and carry out non-routine tasks under limited direction.
4. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses by adapting/creating and testing alternative solutions**.**

***Essential Criteria:***1. Experience in the management and administration of large data management systems and provision of user support.
2. Experience and understanding of data management, including data standards, data quality and data analytics.
3. Experience with writing and maintaining system documentation.
4. Understanding of and experience with data standards.
5. Experience with data entry.
6. Demonstrated ability to actively identify issues and initiate and collaborate in the development of collection management solutions.
7. Proven ability to make or coordinate low level customisation e.g. extend lists, run ad hoc reports, adapt processes etc.
8. The ability to work effectively as part of a multi-disciplinary, regionally dispersed research team, and carry out tasks autonomously in support of scientific research.
9. Demonstrated ability & willingness to contribute novel ideas and approaches in support of scientific investigations.

**Desirable Criteria:**1. Understanding and experience of biodiversity data standards.
2. Experience with collection management.
3. Experience with multimedia digitisation methodology e.g. imaging.
4. Experience with training staff in the use of data systems including data entry.

**CSIRO Values:**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, Trust & Respect, Health, Safety & Environment and Deliver on commitments.  In your application and at interview you will need to demonstrate alignment with these behaviours. |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.If you experience difficulties applying online call 1300 301 509 and someone will be able to assist you. Outside business hours please email: csiro-careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact: Ms Margaret Cawseyvia email: margaret.cawsey@csiro.au or phone: +61 2 62421648Please do not email your application directly to Ms Cawsey. Applications received via this method will not be considered.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au). **CSIRO National Facilities and Collections (NFC)** hosts science-ready national research infrastructure for use by Australian and other researchers, including large-scale specialised infrastructure and equipment and scientific collections of value to conservation and research. The NFC line of business includes:**Australian Animal Health Laboratory** **Astronomy and Space Science*** Australian Telescope National Facility

**Australian National Research Collections** * Australian National Insect Collection
* Australian National Herbarium
* Australian National Wildlife Collection
* Australian Tree Seed Centre
* Australian National Fish Collection
* Australian National Algal Culture Collection
* ATLAS of Living Australia

**Information, Management & Technology** * Pawsey Supercomputer

**Marine National Facility** * Marine Research Vessel

The NFC consists of diverse capabilities but they all share the same purpose in scale, mode of use and provide efficient, effective provisions of scientific infrastructure to the wider community. |