



EXECUTIVE DIRECTOR, AUSTRALIAN NATIONAL DATA SERVICE

Position description

CONTEXT

The National Collaborative Research Infrastructure Strategy (NCRIS) was announced in the 2004-2005 Federal budget as part of the *Backing Australia's Ability – Building Our Future through Science and Innovation* package. NCRIS is providing \$542 million from 2004-05 to 2010-2011 to develop and fund national research infrastructure projects.

\$75 million of the NCRIS investment is dedicated to the Platforms for Collaboration (PfC) capability to support technological platforms that enhance researchers' ability to generate, collect, share, analyse, store and retrieve information. These platforms will allow researchers to work seamlessly from desk to desk within and between organisations. Seamless access to collaborative research opportunities, knowledge and information will enable researchers to perform their research more creatively, efficiently and collaboratively across long distances, regardless of location and time, and disseminate their research outcomes with greater effect. PfC will deliver three major services to Australian researchers:

- The National Computational Infrastructure (NCI) component provides access to national peak computing facilities and high performance computing tools.
- The Interoperation and Collaboration Infrastructure (ICI) component provides grid enabled technologies and infrastructure to enable seamless access to research facilities and services.
- The Australian National Data Service (ANDS) will ensure researchers are able to identify, locate, access and analyse any available research data.

The Executive Director, ANDS, will be responsible for realising the outcomes of the ANDS service, as described by the NCRIS and PfC strategic documents, including [Towards the Australian Data Commons](#).

ANDS aims to transform the disparate collections of research data around Australia into a cohesive corpus of research resources. This transformation would assist the connection of Australian and international data centres, repositories and online collections to enable serendipitous discovery, cross-disciplinary research, and cross-repository workflows. This vision is seen as a goal for a decadal transition.

In ten years time, ANDS will be successful if:

1. A national data management environment exists in which Australia's research data reside in a cohesive network of research repositories within an Australian data commons;
2. Australian researchers and research data managers are 'best of breed' in creating, managing, and sharing research data under well formed and maintained data management policies;
3. Significantly more Australian research data is routinely deposited into stable, accessible and sustainable data management and preservation environments;

4. Significantly more people have relevant expertise in data management across research communities and research managing institutions;
5. Researchers can find and access any relevant data in the Australian data commons;
6. Australian researchers are able to discover, exchange, reuse and combine data from other researchers and other domains within their own research in new ways; and
7. Australia is able to share data easily and seamlessly to support international and nationally distributed multidisciplinary research teams.

Monash University has been contracted by the Commonwealth Department of Innovation, Industry, Science and Research (DIISR) to establish the ANDS service. The Australian National University (ANU) and the Commonwealth Scientific and Industrial Research Organisation (CSIRO) are subcontracted parties to Monash to support the development of the ANDS service.

The Executive Director ANDS will report to the Chair of the final governance arrangements for ANDS, and be located at the Clayton Campus of Monash University

KEY OBJECTIVES AND RESPONSIBILITIES

Provide leadership of ANDS

- Provide national leadership on the management of data and research information.
- Represent Australia at international forums related to the management of data and research information.
- Inspire and create confidence for the community of data providers around the value of sharing their data with others in an Australian data commons.
- Liaise closely and establish effective working relationships with other components of PfC, NCRIS Capability areas and other relevant entities.
- Market the benefits of ANDS to the Australian and international research community.
- Ensure the broader data community's issues, agendas and interests are accounted for in the development of frameworks and policies for managing data.
- Sustain the community of interest needed to build a federated solution to research data management and to achieve the necessary community agreements

Manage the ANDS Service

- Build an operational model for ANDS that is sustainable in the national context and recognised as the authoritative entry point for Australian data in the international context.
- Be accountable for decision making on behalf of the ANDS organisation.
- Lead strategic and operational planning activity and administer resources in accordance with annual plans.
- Ensure delivery of operational ANDS services within the budget approved by the Board.
- Negotiate service development contracts with ANDS subcontractors as service providers.
- Negotiate the provision of operational services with ANDS subcontractors as service providers.
- Establish Service Charters and negotiate Service Level Agreements with ANDS clients.
- Report operational performance against the Service Level Agreements and budget performance on an agreed regular basis to the Department of Innovation, Industry, Science and Research.
- Recruit and manage ANDS staff.

Deliver the outcomes for ANDS

- Provide an environment that supports the Commonwealth Government's Accessibility Framework to provide open access to publicly funded research information.
- Ensure the delivery of an ANDS discovery service or services and the ability for other discovery services to access ANDS resources.
- Provide a solution that protects access rights and intellectual property for researchers, but enables more researchers to find and re-use available data in the Australian data commons.
- Create an environment that optimises the likelihood that data management becomes a core skill for researchers and research support staff across research communities and information managing/hosting institutions.
- Work towards an outcome whereby Australian researchers are able to share data easily to participate in international and nationally distributed multidisciplinary research teams.

KEY SELECTION CRITERIA

1. A strong understanding of the Australian Government's National Collaborative Research Infrastructure Strategy (NCRIS), particularly NCRIS 5.16 – Platforms for Collaboration.
2. A track record in furthering the e-Research agenda in a national and international context.
3. Exceptional leadership skills with demonstrated experience in advocacy at a senior level and powerful networking skills.
4. A demonstrable history of positive outcomes due to exceptional negotiation skills
5. Extensive management experience in senior roles, including governance, strategic positioning, management of multiple programs of work, system planning, financial management and risk management.
6. A history of applying innovative solutions to complex problems to achieve outcomes
7. Demonstrated track record in the establishment or delivery of business-critical services
8. Demonstrated delivery of contractual obligations with a third party.
9. An understanding of best practice for the stewardship of research data.
10. A relevant post graduate qualification.

PERFORMANCE MANAGEMENT

The performance of the Executive Director, ANDS will be assessed annually and according to the final governance arrangements of ANDS.

APPOINTMENT PERIOD

The initial appointment will be for a period of three years.

FURTHER INFORMATION

Confidential inquiries regarding the position may be directed to Ms Anita Dutt on 61 3 9905 6052 or via email to anita.dutt@adm.monash.edu.au

How to apply for this position

- Read the position description carefully
- If you have any queries regarding the position, contact the person listed in the inquiries section of the advertisement
- Prepare your application with the following information as well as any special instructions that may be contained in the position description:
 - Your curriculum vitae
 - Names and contact details of 3 referees
 - Advertisement reference number
 - An outline of how your experience, skills, qualifications and knowledge meet the key selection criteria listed in the position description
- Please note: it is essential that you address the key selection criteria specifically in your application. This will enable the selection committee to review your experience, skills, qualifications and knowledge in relation to the selection criteria.
- Applications that do not specifically address the selection criteria may not be considered
- Combine all application documents into one single attachment rather than multiple attachments
- Forward your application by the closing date to the person listed in the applications section of the advertisement
- Do not send more than one application for each position
- Do not send your application to the person listed in the inquiries section of the advertisement (unless the same person is listed in the applications section)

Multiple Appointments

Monash University reserves the right to make multiple appointments in regard to each advertised position.

Privacy and Your Application

Consistent with the Victorian Information Privacy Act 2000:

- Any application you submit will be treated as strictly confidential
- The personal information you submit as part of your application is collected for the purposes of assessing your application
- Your application (including your personal information) may be stored until the position is filled, and if you are the successful candidate, may be stored in your personal file
- You may seek access to the personal information that the University stores about you in regards to your application. However, there will be occasions when access is denied, such as where access would have an unreasonable impact on the privacy of others
- The University may disclose your personal information to your nominated referees and relevant institutions for the verification of your qualifications. We will not disclose any of your personal information to any other, unrelated third parties without your consent
- In submitting your application, you may provide us with the personal information of others (eg the names and contact details of your referees). In this case we encourage you to inform them that:
 - you are disclosing that information to the University
 - they can access that information if they wish
 - the University will not disclose that information to third parties
 - the University may store that information until the vacancy is filled and if you are the successful candidate, the information may be stored on your personal file
- If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the department/school/administrative unit to which you are submitting your application.