# Position Details

## Research Projects – CSOF4/5

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| The following information is for applicants | |
| Advertised Job Title | Data Manager/Analyst |
| Job Reference | 80863 |
| Salary | CSOF 4: AU$87k - AU$98k per annum (pro-rata for part-time), plus up to 15.4% superannuation  CSOF 5: AU$102k - AU$111k per annum (pro-rata for part-time), plus up to 15.4% superannuation  \*\* Applications are invited across two job classification levels and the successful candidate will be appointed at the level commensurate with their skills and experience. |
| Tenure | Specified Term of up to 4 years  Full time or part time may be negotiated |
| Location(s) | Canberra preferred, other locations negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | All Candidates |
| Position reports to the | Team Leader |
| Number of Direct Reports | 0 |
| Enquire about this job | Cameron Fletcher via email cameron.fletcher@csiro.au or  phone +61 7 4091 8820 |
| How to apply | Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

CSIRO is the national science agency that undertakes research to make life better for Australia and Australians. CSIRO have partnered with the Bureau of Meteorology, Geoscience Australia, and the Australian Bureau of Statistics in creating the newly established Australian Climate Service.

The Australian Climate Service (ACS) was established to address a series of recommendations from the Royal Commission into National Natural Hazard Arrangements, and will be the Commonwealth’s trusted provider of data, information and knowledge-based services to support improved preparation for, response to and recovery from natural disasters in Australia. It brings together Australia’s leading climate and natural disaster information and expertise in a customer-led and mission-focussed national capability.

The ACS has commenced a major 4-year program of work, in which CSIRO will lead a series of customer-oriented projects. We seek a Data Manager/Analyst to support delivery of these large complex projects.

This role will undertake data management and analysis tasks. Data management tasks including: identifying, establishing and maintaining data streams; collating and curating incoming datasets; producing and managing metadata; harmonising, standardising and integrating datasets and use of big data; conducting data integrity and quality checks; managing data , privacy and ethical use, consistent with regulatory and security requirements; designing and undertake meta-analyses and supporting the design of information models, schemas and ontologies to underpin scalable integrated modelling capabilities; support the development and use of API’s and data provisioning.

Data analysis tasks (supporting the modelling team) include: preparing analysis ready data; assessing the quality, utility and fitness for purpose of input data; supporting the development and operation of data processing workflows and coding specific processing steps; managing processing workflows; assessing modelling outputs and supporting analysis and interpretation of results.

The role will be based within CSIRO Land & Water (L&W). Through an integrated systems research approach CSIRO Land & Water provides the information and technologies required by government, industry and the Australian and international communities to protect, restore, and manage natural and built environments. In this role, you will also have opportunity to work with and support other projects across CSIRO’s Land and Water Business Unit portfolio of activity.

These new roles will involve engagement internally within CSIRO; across the Australian Climate Service partnership; with ACS customer agencies; and other partners, collaborators and end-users.

Applications are invited across two job classification levels and the successful candidate will be appointed at the level commensurate with their skills and experience.

**Duties and Key Result Areas:**

This role will work with project leads to:

* Undertake data management and analysis tasks
* Ensure dataset integrity, including implementing data quality tests and maintaining metadata
* Design and undertake meta-analyses to support the development of new typologies to underpin scalable modelling capabilities
* Be accountable for the quality of the results delivered, research and/or technology directions.
* Maintain a sound understanding of project needs and ensure that project team needs are met.
* Identify and adapt quickly to changes in project needs and changes in the external environment.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed research team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. A relevant degree or equivalent relevant industry experience in Computer Science, Information Technology, Applied Mathematics, or other related field
2. Proven experience in data management workflows, including accessing cloud-hosted datastreams, best-practice approaches to access, curation and management, and
3. Proven ability to implement data processing workflows using modern software engineering practices, including coding standards, code reviews, source control management, and testing
4. Demonstrated ability to work collaboratively as part of a team
5. Good communication skills, with an ability to deliver documentation, reports and presentations to project team members and clients as necessary

#### Desirable

1. Experience in at least one area of relevance to resilience, disaster risk reduction, or climate adaptation science.
2. Good working knowledge of DMBOK or similar industry standards for data management/governance
3. Knowledge and experience of information modelling (including schema or ontology development) and data standardisation

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

Find out more about CSIRO [Land and Water](https://www.csiro.au/en/Research/LWF)

Find out more about CSIRO’s research on Climate and Disaster Resilience <https://research.csiro.au/dsp/climate-and-disaster-resilience/> and <https://research.csiro.au/enabling-resilience-investment/>

Find out more about the Australian Climate Service <https://www.acs.gov.au/>