# Position Details

## Research Projects- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Data Steward |
| Job Reference | 95278 |
| Tenure | Specified Term of 3 years Full-time |
| Salary Range | AU$105,806 - AU$114,500 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Kensington (WA) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian / New Zealand Citizens
* Australian Permanent Residents
* Australian Temporary Residents with a valid visa
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| Position reports to the | Team Leader  |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Belinda Godel via email at belinda.godel@csiro.au |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

The Characterisation Program instruments and laboratories are the major source of data for over 300 researchers working in all aspects of mineral resources research. Data stewards have been defined as part of an organisation-wide increased focus on stronger digital governance and to ensure our data and software are turned into assets that have ongoing value.

As our data steward you will be responsible for working with our instrument scientists, researchers and other CSIRO data management professionals to design and implement data management solutions that maximise the value of our digital assets. You need to be able to build relationships with different stakeholders across Mineral Resources, CSIRO and our external partners to produce data management strategies that meet their needs. This will include current and future-facing digital asset management strategies for researchers and the minerals industry. As producers of primary data that are often used by other CSIRO researchers, you will need to understand data processing and version control workflows and implement strategies to cope with how data are used and re-used in our work.

You will work as part of the broader managed data ecosystem within CSIRO as we expand the number of dedicated data management professionals across the organisation. As an expert in best practice data management, you will link us to organisational-level discussions and help us constantly improve our digital asset management by implementing new strategies and practical solutions as opportunities arise. The digital asset management strategies that you implement should leverage our existing and soon to be implemented systems and infrastructure, and you must maintain awareness of legislation, data standards and codes of conduct relevant to our research operations.

### Duties and Key Result Areas

* Become an expert in the range of data types we work with, their spatial and other relationships to each other.
* Build a systematic knowledge of our current data management practices to identify opportunities and enabling technologies to support business processes.
* Play a key role in developing best practice data management practices through developing new data infrastructure, processes and workflows for our researchers, and customers both internal and external.
* Understand the inventory of analytical equipment we operate across sites and proactively incorporate the instruments into the CSIRO digital ecosystem.
* Upskill Characterisation Program and other Mineral Resources staff in best practice data management.
* Act as a trusted adviser for our researchers when setting up new laboratories or instruments to ensure that standards are met from the outset.
* Facilitate collaborative projects with external research organisations or industry customers that require strong data governance protocols
* Be proactive in becoming part of CSIRO’s managed data ecosystem to facilitate inter-disciplinary exchange of ideas and strategies.
* 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.

## **Selection Criteria**

#### Essential

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

1. Relevant bachelor’s degree in Information Management or related field, or equivalent experience in research data curation and management.
2. Knowledge of research IT computing techniques for data processing, transfer, storage, and management.
3. Knowledge of data modelling concepts and experience developing databases/data warehouses.
4. Knowledge of data representation, documentation standards and processes.
5. Excellent written and verbal communications skills with the ability to present complex technical issues to non-specialists.

## **Desirable**

1. Experience in information management and data processing using software platforms.
2. Experience gained in a research-related position working with multiscale/multi-dimensional research data from microscopy, spectroscopy and chemical analysis.
3. Experience in managing or designing research data infrastructure to provide digital solutions to enhance scientific research.
4. Experience with Python, Java, SQL, and NoSQL.
5. Experience working with cloud infrastructure & services (AWS, GCP or Azure) .

## **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 team 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.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals 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. Visit [CSIRO Online](http://www.csiro.au/) and CSIRO [Mineral Resources](https://www.csiro.au/en/work-with-us/industries/mining-resources) for more information.

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

* People First
* Further Together
* Making it Real
* Trusted