Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Data Manager
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / ARC Centre of Excellence for Transforming Human Origins Research
Classification	HEW 9
Position Number	00064357
Reports To	Chief Centre Operating Officer (CCOO)
Employment Type	Fixed term

1.0 Position Purpose

Reporting to the Chief Centre Operations Officer (CCOO), the role of the Data Manager is to work closely with the Chair of the Centre's Research Ethics and Integrity Working Group and the Centre's data and technical Partner Organisations to develop and maintain an ethical centralised and interconnected data repository that facilitates collaboration across partners and programs globally.

The ARC Centre of Excellence for Transforming Human Origins Research has been established to transform understanding of human origins through the integration of advanced scientific approaches with Indigenous, Global South and Western knowledge systems. The Centre is endorsed and funded by the Australian Research Council for a fixed seven-year term. The program is expected to cease after this period with a review period conducted during the program at the mid-term point.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant postgraduate qualifications in data science, information management, information systems, research management, social sciences or a related discipline, together with extensive relevant experience.

3.0 Key Responsibilities

- Lead the strategic governance, architecture, integrity, resilience, and risk management of the Centre's core research data systems, ensuring platforms are integrated, standards-based, secure, and future-ready.
- Work collaboratively with Centre Partner Organisations, Indigenous partner organisations, peak bodies, researchers, and technical partners to co-design ethical data collection, sharing, reporting, and repository practices.
- Ensure sensitive cultural and research data is protected and appropriately governed, and used in ways that support community agency, trust, accountability, and collective benefit.

- Establish and maintain data standards, quality assurance processes, reporting frameworks, dashboards, and documentation to support trusted, compliant, and efficient data use across the Centre.

- Drive system-led improvements, workflow optimisation, automation, and integrations to improve data capture, synchronisation, accessibility, and reporting across partner systems.

- Build organisational capability by producing clear technical and user documentation, delivering training, promoting consistent system use, and supporting knowledge transfer to reduce key-person dependency.

- Provide advanced operational leadership for research data systems, including vendor coordination, secure user access management, system stability, issue resolution, and continuous improvement.

- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the Centre.

- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.

- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future.
  The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our Capability Development Framework