

**POSITION DESCRIPTION**

<b>Position:</b>	RUBRIC Coordinator
<b>Appointment:</b>	Full-time fixed-term appointment until July 2007
<b>Salary Level:</b>	University of the Sunshine Coast Level 7/8
<b>Supervisor:</b>	Executive Director, Information Services
<b>Position No:</b>	<b>NEW</b>
<b>Incumbent:</b>	Vacant

**Position Overview**

Under the broad direction of the Executive Director, Information Services the RUBRIC Coordinator will plan, coordinate and manage the local implementation of the RUBRIC project to achieve successful and timely delivery of the institution-wide digital repository. This will require high-level liaison within the University and directly with organisations outside of the University, including the University of Southern Queensland (USQ) RUBRIC team, and senior staff at other partner Universities.

The University of the Sunshine Coast will develop an institutional research repository in digital format as part of the RUBRIC (Regional Universities Building Research Infrastructure Collaboratively) project with the University of Southern Queensland (lead institution), the University of New England, the University of Newcastle and Massey University based on a grant from the Federal Government's Systematic Infrastructure Initiative (SII) from late 2005 into 2007.

The RUBRIC project will establish E-Research infrastructure, equivalent to that developed at leading metropolitan universities, to build centralised digital repositories of the research output of each regional institution. USC's institutional repository will make USC's research output known and available to the world. For more information see:

<http://www.usc.edu.au/University/MediaPublications/News/MoreNews/libraryfundingresearchnews.htm>

**Detailed Statement of Duties**

1. Provide expertise in managing the local implementation of the USC digital repository in partnership with the USC RUBRIC team including:
  - USC team coordination and scheduling
  - Preparing, monitoring and reporting on project deliverables and progress
  - Systems analysis
  - Risk assessment, management and reporting
  - Quality assurance
  - Development and implementation of training programs
  - Development of user and system documentation.
  
2. Provide expertise in developing appropriate plans, strategies, and systems analysis for the local deployment of USQ led RUBRIC developments including the technical environment, hardware architecture, operating systems, software, documentation, and authentication protocols.
  
3. Represent the University and participate on relevant committees of the RUBRIC project.

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4. Provide expert advice and resolve complex issues regarding the implementation of the USC digital repository.
5. Participate in the evaluation of software packages available to store, manage, publish and preserve digital objects including the interfaces with other systems.
6. Work collaboratively with Information Services staff including Manager, Library Resources and Technologies, Library Systems & Digital Resources Coordinator, Copyright Coordinator and IT Services staff.
7. Develop and maintain constructive relationships and communication with the USQ RUBRIC team, partner organisations, internal stakeholders, and service providers such as vendors.
8. Analyse and interpret complex data and statistics and produce reports to management and other stakeholders accordingly.
9. Work with the Executive Director and Information Services staff, to promote the benefits of the institutional research repository to the USC community including the identification of content and access rights management.
10. Liaise with vendors and university staff and departments to source data for population of repository solutions.
11. Produce detailed and comprehensive support documentation for the purposes of quality assurance, and participate in the related tasks of continuous process improvement for ongoing development.

## **Selection Criteria**

### Essential

1. A degree qualification in an information management discipline (librarianship, information systems or information technology) with relevant experience; or an equivalent combination of knowledge, training and relevant information management professional or technical experience.

### Applicants need to demonstrate:

2. Experience in planning and managing complex projects, preferably relating to library systems or information technology implementations.
3. Well developed analytical, problem solving and project management skills using structured methodologies and analysis.
4. High level organisational and interpersonal skills including:
  - The ability to communicate effectively both orally and in writing with a wide variety of clients.
  - Commitment and ability to work in a collegial manner as an effective team member.
  - The ability to work with minimal supervision and use initiative in a high volume work environment.
  - The ability to develop effective relationships with key stakeholders.
5. Knowledge of contemporary trends and developments in digital repositories and technologies.
6. Sound understanding of metadata indexing schemes and open source standards, eg XML.
7. Knowledge of the Australasian Digital Theses program.

### Desirable Criteria

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7. Sound understanding of Sun Solaris, Oracle, Unix, or Apache systems.

To be appointed at Level 8, applicants will also need to demonstrate the following:

Essential

8. Postgraduate qualifications, or progress towards postgraduate qualifications in an information management discipline (librarianship, information systems or information technology) with several years of relevant experience; or an equivalent combination of knowledge, training and relevant information management professional or technical experience.
9. Knowledge of university operations, the higher education system, and the research communication environment.
10. Experience providing high-level strategic advice to achieve and measure strategic objectives and change.

Desirable: for appointment at Level 8

11. Experience working with library content in learning management and course delivery systems such as Blackboard.

**The appointee may be required to work evenings and weekends**

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