



POSITION DESCRIPTION

ROLE:	RUBRIC Project Manager
HEW LEVEL:	8
FACULTY/DIVISION:	Academic Services Division
IMMEDIATE SUPERVISOR:	University Librarian
POSITION NUMBER:	
Employment period:	12 months (2006) with a possible extension of 6 months to July 2007.

Role Statement

The RUBRIC (Regional Universities Building Research Infrastructure Collaboratively) Project Manager will be responsible for driving the deployment of deliverables within the University of Newcastle and Innovative Research University Australia (IRUA) library partners (Murdoch, Macquarie and Flinders.) The main focus of the role is to be the primary point of project contact, establishing strong relationships between the RUBRIC project team at University of Southern Queensland and stakeholders at the University of Newcastle, IRUA partners and actively participating in necessary RUBRIC committees and meetings.

Role Description

Supervision/Management/Leadership

Under broad direction from the University Librarian be accountable to the RUBRIC Board for implementing an Institutional Digital Repository at the University of Newcastle and IRUA partner sites.

Be responsible for the development of a Project Plan and implementation schedule for the deployment of an Institutional Digital Repository in partnership with the University of Southern Queensland 's RUBRIC team.

Develop and maintain constructive relationships with the RUBRIC project virtual team, partner organisations, internal stakeholders and service providers such as vendors.

Task level and Typical Activities

Provide expertise in managing all aspects of the local implementation of the RUBRIC project as initiated by the RUBRIC Project Team, the University of Newcastle and IRUA partner sites.

Liaise with stakeholders to promote the benefits and purpose of an Institutional Digital Repository including the identification of content and access rights management.

Participate in the evaluation of software packages available to store, manage, publish and preserve digital objects including the interfaces with other systems.

Prepare reports for consideration at the RUBRIC Board meeting.

Develop and maintain quality assurance practises for content managed through Institutional Digital Repository.

Ensure the implementation of all relevant policies in particular Equal Opportunity, Occupational Health and Safety and Staff Development policies.

Undertake other duties as directed by the University Librarian.

Organisational Knowledge

Develop policies and procedures associated with the population of the Institutional Digital Repository taking into account relevant policies, legislation and digital rights management requirements. Ensure that authentication and technical processes are in place to meet licence obligations with online service and content providers.

Detailed understanding of possible implications caused by the delivery, access and management of the Institutional Digital Repository on other University systems eg Learning Management Systems, and provide advice to the University Librarian on viable options and alternatives.

Judgement, Independence and Problem Solving

Investigate and resolve access problems associated with online service providers and technical support.

Escalate technical issues to vendors or the central RUBRIC team where appropriate

Prioritise tasks and projects associated with online systems

Selection Criteria –Essential

- ✓ ➤ A degree in a relevant discipline or an equivalent level of knowledge gained through education, training and /or experience. Postgraduate qualifications are desirable.
- ✓ ➤ Eligible for associate membership of the Australian Library and Information Association.

- ✓ ✓ ➤ Demonstrated experience in planning and managing complex projects, preferably relating to IT or systems implementations
- ✓ ➤ Proven capacity to manage the development, provision and organisation of digital resources using a variety of systems.
- ✓ ➤ Proven resource and people management skills including demonstrated ability to build capability in colleagues and subordinates.
- ✓ ➤ Demonstrated knowledge of contemporary trends and developments in Institutional Digital Repositories and technologies.
- ✓ ➤ A demonstrated ability to develop effective relationships with key stakeholders.
- ✓ ➤ High level interpersonal and communication skills
- ✓ ➤ Demonstrated ability to ensure implementation of all relevant University policies, in particular those relating to Equity and Equal Opportunity, Occupational Health and Safety, Cultural Diversity, staff development and staff performance planning and review.

Selection Criteria –Desirable

- ✓ ➤ Familiarity with metadata indexing schemes and Open Access protocols
- ✓ ➤ Knowledge of the Australasian Digital Theses program