

WATERMARK SEARCH INTERNATIONAL

# POSITION DESCRIPTION

AUSTRALIAN INSTITUTE OF MARINE SCIENCE  
DIRECTOR, RESEARCH AND DATA SCIENCE

MAY 2022



**Watermark**  
SEARCH INTERNATIONAL

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POSITION DESCRIPTION	
Position Title:	Director, Research and Data Science
Location:	Townsville, followed by Perth, Darwin or Canberra
First Level Supervisor:	Chief Executive Officer
Position Classification:	Contract
Position Summary:	<p>Guided by the CEO, plan and lead AIMS' Research and Data Science Program comprising AIMS' Research Office, Data Systems Engineering, and Knowledge Systems Teams</p> <p>Coordinate across multiple teams and programs to establish and implement a vision for AIMS data systems to allow increased scaling and automation of science at AIMS. This includes integration challenges across the information supply chain, from large scale in-field data gathering through to automated intelligent workflows that transform the data into meaningful products for research, environmental management and the production of decision support models.</p> <p>As a member of the AIMS Leadership Team, play an integral role in the strategic leadership, vision and overall direction of AIMS, coordinating and leveraging expertise across the Institute, capitalising on opportunities for growth, building and maintaining strategic partnerships with internal and external stakeholders to advance AIMS' objectives.</p> <p>Responsible for the strategic leadership, capability development and operational management of AIMS' scientific data systems and supporting infrastructure.</p> <p>Influence and participate in national and international research data initiatives.</p> <p>Accountable for the strategic leadership required to deliver year-on-year improvements in data delivery, accessibility and use.</p> <p>Accountable for optimal utilisation of the human, financial and physical resources available to ensure effective and efficient delivery of research services.</p> <p>Lead the delivery and enhancement of AIMS' strategic partnerships with JCU, universities, Public Funded Research Agencies and identified collaborators.</p> <p>Work with key stakeholders to raise AIMS' profile, articulate AIMS' strategic, business and operational capability.</p> <p>Accountable for AIMS' research data infrastructure platforms and delivery of capabilities to maximise stakeholder value.</p> <p>Lead the development of Research and Data Science Program and</p>



	<p>Team plans.</p> <p>Contribute to the achievement of annual net revenue targets.</p>
<p>Position Responsibilities:</p>	<p><b>Leadership and Strategy</b>          Provide active and effective leadership, management, mentoring and professional development to staff within areas of accountability and more broadly to the Institute, establishing a healthy and safe culture of teamwork, transparency and openness.</p> <p>Establish operational plans to ensure that AIMS has safe and effective platforms that support the delivery of AIMS' strategic objectives.</p> <p>Understand the range of external factors, including national and international data technology trends, that impact AIMS. Where possible, influence these factors to AIMS' advantage.</p> <p><b>Capability Development</b>          Review AIMS' capability against present and future data delivery requirements, developing capability plans and, where necessary, reshaping functional capacity to deliver AIMS' strategic objectives.</p> <p>Play a key role in delivering AIMS' leadership and culture development initiatives.</p> <p><b>Operational Excellence</b>          Support the delivery of AIMS' research outcomes by operating and maintaining research data platform infrastructure, efficiently and effectively as possible, and ensuring its continued development to meet evolving research needs.</p> <p>Maximise the value derived from scientific data infrastructure through improved utilisation via integrated project, resource planning and stakeholder input.</p> <p>Contribute to the delivery and documentation of institutional impact</p> <p><b>Relationships and Communication</b>          Maintain highly developed relationships within the Research and Data Science Program, and with AIMS' CEO, Research Manager, Research Program Directors, and other members of AIMS' ALT, and with AIMS' research and operational staff.</p> <p>Develop collaborations and contracting relationships to enhance technology development and leverage capabilities.</p> <p>Manage relationships with internal and external stakeholders, overseeing and coordinating mutually beneficial partnerships built on a firm understanding of one another's needs and priorities.</p>



	<p>Actively engage in and ensure the timely completion of performance planning and evaluation for direct reports, and actively participate in own annual performance agreement.</p> <p><b>Position Autonomy</b> Position reports to AIMS' CEO and is advised by AIMS' ALT, the Research Manager, Research Program Directors and members of the Research and Data Science Program.</p> <p>Independently manage the day-to-day activities to ensure safe, efficient and effective research service delivery.</p> <p><b>Risk Management</b> Develop and implement effective policies, plans, procedures and guidelines to reduce AIMS' data and scientific risk profile, reputational, business and project risks.</p> <p>Ensure safety is a priority among staff of the Research and Data Science Program and contribute to the development of a mature safety culture to achieve the Institute's safety-related strategic targets.</p> <p><b>AIMS Principles</b> Champion AIMS' values. Comply with AIMS' Intellectual Property policies and procedures to ensure AIMS' intellectual assets are captured, managed and protected. Comply with AIMS' Codes of Conduct ensuring the standards of conduct required are upheld.</p>
<b>Key Responsibilities and Performance Standards</b>	
Occupational Health & Safety:	<p>Promote and deliver AMS-wide safe work environments, practices and performance.</p> <p>Set expectations for OHS performance by demonstrating personal commitment to safety and the well-being of our people.</p> <p>Identify workplace hazards and take corrective action.</p> <p>Ensure all work-related injuries, incidents and near misses are reported immediately and appropriate temporary controls implemented.</p>
Intellectual Assets:	Oversight of and compliance with AIMS' Intellectual Property, Data Access and Document Control and External Release policies procedures and guidelines to ensure AIMS' intellectual assets and data are appropriately protected and managed.
Delegations:	In accordance with <a href="#">Financial and Contract Delegation Policy</a> , which includes authorisation levels for Financial, Enterprise Agreement (supervisory), and HS&E.
Team work/supervisory:	<p>Direct Reports: 4</p> <p>To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' objectives.</p>
Internal Organisational relationships:	Reports to: Chief Executive Officer



	<p>Leads Research and Data Science Program</p> <p>Member of AIMS Leadership Team</p> <p>Provide strategic and operational leadership across the Institute.</p>
Financial responsibilities and accountabilities:	<p>Manage AIMS funds in a responsible manner and within delegation.</p> <p>Comply with AIMS' <a href="#">Fraud Prevention Plan</a> ensuring the standards of conduct and ethical behaviour required of an AIMS staff member are upheld and that suspected fraudulent activity is prevented and/or reported.</p>

**SELECTION CRITERIA**

**Essential**

- Tertiary qualifications in a relevant field and/or extensive experience in strategic data infrastructure management, delivery and uptake.
- Demonstrated strategic leadership experience in a complex operating environment.
- Demonstrated ability in leading the development of and managing complex data platforms.
- Demonstrated ability to understand risk and reward at the enterprise level, and in undertaking financial analysis and developing business, capability and resource plans.
- Demonstrated ability to manage complex external contracts and to project manage new initiatives.
- Demonstrated capability to operate effectively as part of a senior management team, including organisational representation roles.
- Ability to promote AIMS in its use of technology, operational expertise and infrastructure to external stakeholders parties.
- Demonstrated experience with promoting and delivering a safe work environment, practices and performance.

**Highly Desirable**

- Experience working in a multi-disciplinary scientific research organisation.
- Business qualifications (eg MBA).