The Australian National University
Scholarly Technology Services, Division of Information

Further Particulars: Project Officer

Note
This document contains a number of links to other web documents, and is designed to be read using a web-aware utility such as Adobe Acrobat Reader.

Organizational Context

The Division of Information provides a wide range of services to the university. These services are organised as programs, and taken together these programs establish the client view of the Division. This program structure was reported at the September 2002 meeting of the Information Strategy Committee. Internally the Division consists of four organizational units, each with a Director, namely

- Corporate Information Services
- Information Infrastructure Services
- Scholarly Information Services
- Scholarly Technology Services

Scholarly Technology Services is the newest (and smallest) of the four units. Its broad role is to support staff and students in their teaching and learning roles. It works at the intersection of the teaching and learning enterprise and modern information technologies

- to bring appropriate technologies into the lecture rooms, laboratories and information commons of the university,
- to maintain a web-based environment that facilitates the interaction of teachers and students, and
- to help teachers develop appropriate course materials for this environment.

To this end, the Director, Scholarly Technology Services, has responsibility for the following Division programs:

- Teaching and Learning Environments, and
- Digital Resource Services.

Staff Context

Scholarly Technology Services has staff in two locations (for historical rather than logical reasons). The following staff are located in the W K Hancock Building.

- Dr Brian Molinari, Director.
- Ms Sharen Phillips, Personal Assistant (50%; also works for Director, Scholarly Information Strategies).
• Dr Alan Arnold, Information Professional (has leader responsibilities for the Teaching and Learning Environments program).
• Mr Stuart Fletcher, Project Officer (educational design services)
• Dr Adrian Burton, Project Officer (academic liaison, especially for Information Commons).
• Mr Patrick Byrnes, Project Officer (graphic design services).
• Mr Shane Neussler, Project Officer (software support)

The position being described will join this group of staff.

The Infrastructure Services Group is located in the Crisp Building. This group is largely associated with the Space program. This group (of 18 people) has a wide range of responsibilities in building maintenance, teaching room services, computer laboratory services, audio-visual equipment and services, and photography. This group has been in place for several years, previously having been associated with the Faculties Management Group.

Program Context

As Project Officer, you will contribute to the services of the Teaching and Learning Environments and Digital Resource Services programs, with an emphasis on the latter. In particular, you will largely work on the development of new services.

A framework for the development of the Teaching and Learning Environments services is available as an [STS document].

The Digital Resource Services program is a much newer program, and an equivalent framework statement is being developed. In the meantime, a recent statement on institutional repositories serves as a good introduction to many of the issues. There are several drivers in this area.

• The university generates a considerable amount of content that is directly lost, such as lectures, training presentations, seminars, musical performances and invited talks. There is an impetus to (automatically) capture the more important of this material to a digital repository.

• The university research community has a wide range of research collections, involving images, manuscripts and recordings. There is an impetus to provide researchers with an archiving facility, to record the more important of this material in a digital repository.

• The Division is developing a commitment to an institutional repository, providing an integration of current services ([E-Print Repository], [Australian Digital Theses Program]) and the incorporation of a new E-Press service.

The Digital Resource Services program has emerging responsibilities in all these areas.

Project Context

We have recently started using a web-based collaborative environment to record what projects we are working on or are involved with. This environment, the [STS TWiki], can be consulted to see what are doing.
Position Skills

The following are indicative of the skills needed for the position.

- You will have extensive IT skills and experience, as you will need to work with modern web-based architectures, with modern document technologies and with digital repository technologies. You will have a degree in the computing discipline (or have the corresponding knowledge base).

- You will have experience in, and an enthusiasm for, working with academic clients. The position will, of course, have a considerable “back office” element, with a primary focus on system prototyping and development. It will also have a strong “front office” element where you will bring new services to clients through direct interaction, presentations and short courses.

- You will be enthusiastic about collegiate working. We have in mind that the information professionals and project officers in Scholarly Technology Services will work as a collegiate strategy group to identify and develop new projects.

- The Teaching and Learning Environments program and the Digital Resource Services program have many links with other programs in the Division and with a range of university units outside the Division. You will develop and cultivate this network of links.

- At the higher range of appointment you will typically manage a small project group, or manage a small service. You will need appropriate management skills.

- A modern university survives on a flexible mix of informal and formal processes. While we don’t have to write everything down, we do have to write some things down. You must have the demonstrated ability and enthusiasm to write formal and semi-formal reports quickly and efficiently.

- You will have a commitment to the professional attributes of listening (identifying client requirements and concerns), completing (delivering on time and achieving client satisfaction) and learning (improving personal competence).

Selection Committee

To be confirmed:

Dr Brian Molinari Director, Scholarly Technology Services
Dr Alan Arnold Scholarly Technology Services
Ms Sally-Anne Leigh Scholarly Technology Services