B. JOB PURPOSE

The Technical Administrative Officer is responsible for maintaining Library Repository Services enterprise systems, and for assisting with development of digital library services for UNSW.

C. MAIN DUTIES

- Undertake maintenance and administration of Library Repository Services enterprise systems and applications. This includes applying version upgrades and systems patches to library applications.

- Assist with development, testing and delivery of new digital repository services.

- Prepare and maintain relevant technical documentation, such as systems specification, systems diagrams and test scripts.

- Apply knowledge and skills to analyse and solve standard problems and issues with Library systems.

- Collaborate effectively with other Library teams on digital library projects.

D. ENVIRONMENT

Position Context
The University of New South Wales is a leading Australian university with a strong record in research and a growing reputation based on its approach to learning and teaching. The University and its Library operate in an environment characterised by constant change in higher education, both nationally and globally and by increasing tensions between traditional and innovative modes of scholarly communication. Within this context, UNSW Library supports UNSW learning, teaching and research endeavours.

There is an emerging role for libraries to support, more directly, the research of their institutions and to improve the integration of library resources with practices of researchers throughout the research lifecycle – to incorporate the process as well as the outputs of an institution’s research. Increasingly governments and funding bodies are requiring that research funded by them should be accessible beyond the life of the project. Well managed research data is fundamental for discovery of and access to research resources. Library Repository Services (LRS) provides a
range of services to assist academic staff and postgraduate researchers to manage research resources.

This includes research data and dataset management, development and support services for sharing information assets, and the management of scholarly outputs through an institutional repository. LRS participates in e research projects and services supporting research data management needs of the University.

The position will contribute to a number of ongoing Library Repository Services projects, originally funded under the Australian National Data Service ‘Seeding the Commons’ program. This Program aims to improve the state of data capture and management across the research sector and to improve the fabric for research data management in Australia. The Program supports Australian researchers in contributing to Research Data Australia, a web service that promotes visibility of data collections and facilitates re use and sharing of research data.

**Reporting Relationships**

Supervisor’s title: Lead Technical Support Officer, Library Repository Services (HEW8)

No position reports to this position.

**Other relationships:**
The incumbent will work closely with the Library Repository Services, Application Support Unit and other parts of Digital Library Services. The work will involve liaison with other units in the Library.

**Challenges & Constraints**

Meeting project targets and deadlines set by funding agencies, clients and other stakeholders.

**E. PRINCIPAL ACCOUNTABILITIES**

- LRS enterprise systems and applications are maintained, and kept up-to-date and secure according to requirements and schedules.
- Technical documentation is produced according to required standard and schedules, and made accessible as required.
- Problems with Library systems are diagnosed and solved in a timely and efficient manner.
- Productive collaboration with other Library teams on digital library projects to ensure required outcomes.
- Work is carried out in ways that safeguard the OHS of staff and visitors, including contractors.

**F. SELECTION CRITERIA**

1. A relevant degree in information systems or information and communications technology (ICT); or experience with Web-based applications or services, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
2. Demonstrated knowledge of Windows and Unix-based computer systems and current Web Server technologies, such as Apache and Tomcat.
3. Demonstrated experience in writing technical documentation for software applications.

4. Knowledge of database applications and Web technologies including MySQL, HTML, CSS and XML.

5. Well-developed written and oral communication skills with a focus on communicating technical concepts to non-technical audiences.

6. Demonstrated ability to work collaboratively with other project team members.

7. Knowledge of OHS responsibilities and commitment to attending relevant OHS training.

8. Knowledge of equal opportunity principles.