

POSITION DESCRIPTION

Position Title	Senior GIS Technical/Research Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Mary Mackillop Institute for Health Research		
Nominated Supervisor	Professor		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10609624
Attendance Type	Full Time	Date reviewed	26-APR-2024

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

ABOUT THE FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences comprises three schools:

- Allied Health
- Behavioural and Health Sciences
- Nursing, Midwifery and Paramedicine

There are currently approximately 14,000 students (EFTSL) and 530 (FTE) staff in the faculty under the disciplines: occupational therapy, speech pathology, social work, exercise science, exercise physiology, nutrition science, biomedical science, nursing, midwifery, paramedicine, physiotherapy, psychology and public health. The Faculty is represented across seven ACU campuses.

The Faculty's current research priorities focus on Cardiovascular Disease and Metabolism, Health Services Research, Nutrition, Sports Performance and Rehabilitation, Psychology and Mental Health.

An expanding portfolio of postgraduate courses is also available in coursework and research. Many postgraduate courses within the Faculty have been developed in conjunction with industries in order to meet specific needs of the professions and industry. Some postgraduate units are offered in flexible learning mode by online study. All students have professional and clinical experience that is supervised by specially qualified practitioners. Catholic hospitals and other public, private and specialty organisations, as well as schools and the health and sports industry, are involved with preparing for promoting and offering this valued and essential experience.

The goals of the Faculty are closely linked to and emanate from the Mission of the University. The areas of achievement by the Faculty include the key areas of teaching and learning, research and scholarship, community engagement in addition to specific objectives regarding internationalisation, quality and resource management. It has well-established procedures for evaluating performance and ensuring quality which involve students and representatives of the various statutory registration authorities and professional organisations, as well as recent graduates and employers.

Further information about the Faculty can be found at:

<https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences>

ABOUT THE MARY MACKILLOP INSTITUTE FOR HEALTH RESEARCH

The Mary MacKillop Institute for Health Research (MMIHR) is focused on finding and advocating for effective strategies to create healthier societies. Our research aims to address critical public health issues by identifying and responding with innovative programs that deliver better health outcomes and transform lives.

ACU provides MMIHR with world-class research infrastructure that facilitates large-scale research studies. The research environment is outstanding in terms of resources (world-class research facilities, infrastructure support, research support staff with experience in collecting data for large-scale projects, and secondary databases), intellectual capital (critical mass of world-class researchers, postdoctoral researchers, international visiting scholars and collaborators, and external linkages), and research mentoring and PhD supervision. www.mmihr.acu.edu.au.

POSITION PURPOSE

The Senior GIS Technical/Research Officer will provide research, project and operational support to progress key activities and outcomes related to the Environment and Pollution On Cognitive Health (EPOCH): Building

the knowledge base through international collaboration project. Key duties include source, clean, code, harmonise and process GIS data related to aspects of the built environment for all Australian cohorts. The position will also liaise with the UK counterparts regarding the development of protocols for all environmental data that will aim to enhance cross-country comparability; and will contribute to the production of methodological papers, manuals and online resources pertaining to GIS, and inter-disciplinary capacity building.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Contribute to the successful delivery of research projects ensuring compliance with University policies, procedures and external research protocols. This includes ensuring project objectives are achieved within timelines and grant funding agreements are met.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage the collation, analysis and storage of data to inform research projects and ensure data integrity and accuracy. Responsible for ensuring the highest standards in relation to the conduct of data collection and subsequent storage of personal details and other participant information. This includes daily supervision of GIS Technical/Research Officer.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Execute a range of Geographic Information Systems (GIS) functions in relation to the relevant projects, including: <ul style="list-style-type: none"> • sourcing layers of data • generating built environment variables • harmonising and standardising and incorporating these variables into GIS datasets. • revising methods for generating these variables • devising new processes to generate data to achieve efficiencies 	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
Assist with the preparation and dissemination of journal articles, presentations and other communications relating to the relevant projects that include GIS and Global Positioning System (GPS) data.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Execute a range of project management functions, including cleaning of GIS/GPS data; incorporating GIS/GPS data into other project components; producing necessary documents (e.g., reports) to enhance cross-country comparability; and liaising with national and international collaborators and partners.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Build and maintain effective working relationships with key stakeholders and inter-disciplinary capacity building.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist the Program Leader to complete all regulatory requirements and documentation, including ethics updates, to successfully complete the program.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Undertake literature searches, annotated bibliographies and literature reviews relevant to GIS/GPS methodologies.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position will have the freedom to implement changes to policies; processes and procedures based on their expertise.
The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Completion of a degree with subsequent relevant training and experience in Geography, Urban Planning, Environmental Pollution and/or Transportation. • Experience - Demonstrated experience in the use of Geographic Information system (GIS) software and manipulation/ processing of Global Positioning Systems (GPS) data. • Skill - Demonstrated skills in the conduct of literature searches, annotated bibliographies and/or literature reviews. • Experience - Demonstrated experience developing a range of documents including standardised operating procedures.
Core Competencies:	<ul style="list-style-type: none"> • Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.

	<ul style="list-style-type: none"> • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

