

**The University of Waikato Te
Whare Wānanga o Waikato**

**POSITION DESCRIPTION
Kaihāpai Mana Raraunga | Data Management Steward**

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Te Iho o Te Manawataki| Library o Te Whare Wānanga o Waikato is an inspirational and innovative academic library situated in the heart of the campus in Te Manawa (the Student Centre) in Hamilton. The University also has a Tauranga Campus and global partnerships in a number of countries, all of which are supported by the Library.

The Library Plan is built on the principles of the University of Waikato's Treaty Statement: mahi tahi (partnership), kaitiakitanga (active protection) and kōwhiringa (options) and supports the University's ambition to become the first anti-racist institution in Aotearoa. The Library aims to ensure that its services and resources are inclusive for all and integrate kaupapa and mātauranga Māori throughout its policies and processes.

Our mission is to be a Library that is at the heart of the whole community, "Ko Te Tangata", for the people. The success of the Library depends on the strength of our relationships and how we foster and sustain these. Te Iho o Te Manawataki utilises user experience (UX) techniques, co-creation and co-production

models with our user communities to ensure that not only do services meet community needs but that the Library also fosters a sense of belonging for all, empowering all.

Te Iho o Te Manawataki is a trusted partner in research, teaching and learning and our services and resources add value for students and staff. Our strategic goals include supporting Open Research; the transition to open content, fostering an 'open by default' approach across both research and teaching; providing digital and information literacy teaching and training within and outside of the curriculum; and thinking holistically about our physical and digital spaces which encourage disruptive, creative and innovative thinking and allow for the personalisation of learning.

Te Iho o Te Manawataki holds a number of taonga and is home to Mātangireia: the University's collection of Māori, Pacific, Aotearoa and Indigenous resources, associated spaces and services underpinned by kaupapa Māori values, and O Neherā: the University's digital library where we showcase our digital and digitised collections.

We provide, develop and maintain online and physical accessible and inclusive spaces and resources including over a million print volumes and millions of online resources.

Te Iho o Te Manawataki is responsible for a range of systems which underpin core University activities. This includes the management, maintenance and development of the institutional repository, library catalogue, discovery platforms and enquiry services. The Library manages, maintains and develops the University's record management systems and the University Art Collection.

2. POSITION PURPOSE

Kaihāpai Mana Raraunga will be responsible for delivering Research Data Management services and ensuring they have strong kaupapa Māori foundations.

The post holder will provide technical expertise and support to researchers (including students undertaking research) with a particular focus on Māori, Pacific and indigenous researchers and those undertaking research related to Māori, Pacific and Indigenous communities. They will ensure that the managing, storing, sharing and preserving of research data adheres to best practice. They will balance Indigenous knowledge systems, cultural protocols and community ownership principles with institutional and funder requirements. They will undertake group and individual teaching and training in relation to Research Data Management in line with best practice and Māori, Pacific and Indigenous Data Sovereignty principles. They will build effective relationships across the University including, Information Technology Services as well as Research Institutes and Centres.

The role requires technical knowledge of data management systems, metadata standards and data governance frameworks, combined with understanding of Indigenous research methodologies and Data Sovereignty principles.

3. ACCOUNTABILITY

The Kaihāpai Mana Raraunga is responsible to the Open Research Manager.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Open Research Manager
Open Research Librarians and team members
Library Leadership Group and team managers
Poukōkiri Mātauranga Toi

Assistant Director, Engagement, Open Research and Teaching & Learning
Assistant Director, Collections, Access and Discovery
Research and Enterprise
International Office
Academic staff
Te Mata Kairangi
School of Graduate Research
Office of the Assistant Vice-Chancellor Pacific

External: Relevant Māori, Pacific & Indigenous groups / communities of practice

5. KEY TASKS

- Ensure the University's Research Data Management services adhere to best practice and have strong kaupapa Māori foundations across the research lifecycle.
- Work with Divisions, Schools, Faculty, Research Institutes and other professional services to raise awareness and expertise in the implementation of a kaupapa Māori approach to Research Data Management.
- Provide expertise in Research Data Management including through a Māori, Pacific and Indigenous lens.
- Answer advanced enquiries and contribute to specialist enquiry services.
- Design and develop materials, including web pages, and interactive online resources to support Research Data Management best practice.
- Develop, coordinate and provide training to academic staff, researchers and professional services staff.
- Seek out and engage with researchers to deliver high quality innovative research consultations and instruction.
- Contribute to the development and implementation of Research Data Management infrastructure.
- Advise on policies, procedures, and guidelines related to Research Data Management.
- Lead and manage projects.
- Keep up to date with emerging developments in Research Data Management, including Māori, Pacific and Indigenous Data Sovereignty
- Use knowledge and expertise to inform planning for future library initiatives.
- Explore opportunities to strengthen relationships with other areas of the University.
- Support wider Open Research services and the evolving environment by sharing knowledge and undertaking other tasks as required.
- The post-holder is expected to spend some time based at the University's Tauranga Campus to provide in-person services as well as to support the building and maintaining relationships.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have annual objectives, development and reflection (ODR) meetings with their manager. New staff will normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Kaihāpai Mana Raraunga will be performing satisfactorily when:

- Researchers (including students) are supported to undertake kaupapa Māori and indigenous research in line with Māori, Pacific and Indigenous Data Sovereignty principles.
- Researchers (including students) are supported to develop and operationalise Research Data Management plans.
- Advanced enquiries are answered effectively.
- Online materials are designed, maintained and evaluated.
- Research Data Management infrastructure supports University strategy.
- Training is delivered to a range of stakeholders including academic staff, professional services staff, and evaluated and updated.
- Advice is provided on policies, procedures, and guidelines related to Research Data Management including in relation to Māori, Pacific and Indigenous considerations.
- Projects are led and managed on time and to budget.
- Sharing knowledge and expertise leads to the creation of successful library initiatives.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A university degree in a relevant discipline.

Preferred

- A postgraduate degree in a relevant discipline, or equivalent work experience.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Demonstrated knowledge of Research Data Management, in particular in relation to Māori, Pacific and Indigenous Data Sovereignty.
- Demonstrated knowledge of the research environment and scholarly communications in Aotearoa, New Zealand. Demonstrated knowledge of kaupapa Māori, Pacific and indigenous research methodologies.
- Knowledge of Tikanga Māori.
- Excellent verbal communication skills and the ability to successfully interact with a wide range of people.
- Excellent written communication skills, including report writing and project briefings for a variety of audiences; including a high degree of accuracy and attention to detail.
- Experience of identifying and analysing complex problems, assessing their impact, and identifying ways to resolve the situation.
- High levels of digital literacy and ability to utilise technology to achieve desired outcomes.

Preferred

- Fluency in Te Reo or a Pacific language.
- Practical experience with Research Data Management platforms, repository systems and metadata standards.
- Experience of an advocacy role, requiring negotiating and influencing skills.
- Demonstrable project management skills.
- Experience of working in a Higher Education institution.

PERSONAL QUALITIES

- Commitment to a continuous improvement in culture and innovative service delivery.
- High level interpersonal skills.
- Demonstrated capacity to work both independently and in a team environment.
- A demonstrable ability to exercise initiative and judgement.
- Initiative, flexibility and energy.
- A user-centric approach.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori and Pacific communities as intended by the Te Tiriti o Waitangi and as actioned by the Māori Advancement and Pacific plans.