



The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR)

About CCAMLR:	The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) was established by international convention in 1982. Based on the best available scientific information, the Commission determines measures and actions necessary to conserve and sustainably harvest marine living resources in the Antarctic.
Secretariat:	The Secretariat is located in Hobart, Tasmania, Australia. The Secretariat supports the regular meetings and daily functions of the Commission and Scientific Committee. Vision: The CCAMLR Secretariat is globally recognised as a best-practice model for the provision of technical, administrative, scientific and logistical support to an intergovernmental marine conservation and management organisation. Mission: To provide support to the Commission in achieving the Convention's objective of conserving Antarctic marine living resources where conservation includes rational use. CCAMLR promotes equal opportunity, gender equality, cultural, linguistic and ethnic diversity in the workplace.

Position details

Position title:	Science Data Administrator
Position type:	General Services Grade 4 (GS4)
Position term:	Permanent Full time
Reports to:	Science Manager
Position purpose:	This position will work with the Science team to load data into CCAMLR databases, assist with quality control, database documentation, data changes, website updates and CCAMLR data requests. In addition, the position will take part in the standard reporting of key annually produced documents for the Scientific Committee and the public, as well as providing meeting support through logistics and rapporteuring.
Key results:	Working with the Secretariat's Science team and with CCAMLR Members to support the work of the CCAMLR Scientific Committee and its working groups through the timely loading of quality checked data for analyses and reporting on program performance.

Delegated Authority

Level of autonomy:	The position will operate under general direction and line management of the Science Manager and will be expected to perform moderately complex work activities with a degree of autonomy.
Representing CCAMLR:	The position will have significant responsibilities in representing CCAMLR – through servicing queries from and liaising with Members and stakeholders as directed.

Responsibilities and duties

	Administer the receipt, processing, validation, correspondence with data providers, and quality assurance of scientific data (from Vessel logbooks, observer logbooks, acoustic surveys, CCAMLR Ecosystem Monitoring Program, and Marine Debris program and MPA-related) submitted to the Secretariat.
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	Participate in Secretariat-wide initiatives relating to the on-going development of CCAMLR's data management systems including assisting with the implementation of data loading processes.
	Provide administrative, technical and logistical support prior to, and during the meetings of the Commission, Scientific Committee, and subsidiary bodies as needed.
	Prepare routine summaries of science program data holdings, create summaries, graphics, tables and text for reports to scientific working groups, the scientific committee and public documents on the CCAMLR website.
	Other duties as requested.
Academic and other qualifications	
Essential:	A Bachelor's degree from an accredited institute in marine biology, ecology, fishery sciences, or a related field, or equivalent experience.
Desirable:	Master's degree in marine biology, ecology, fishery sciences, or a related field
Work experience and skills	
Essential:	A minimum of two years of relevant working experience. Experience with data entry and quality control procedures. Working knowledge of longline and trawl fishery operations, data types and terminology Experience working with relational databases Demonstrated ability to analyse and summarise data using R
Desirable:	Knowledge of relational databases, including querying via SQL and knowledge of Microsoft Access and SQL Server Management Studio R Programming, data manipulation skills using R, specifically the dplyr package and basic use of spatial data Basic version control experience using Git, Go or Python Working knowledge of CCAMLR and/or Antarctic marine ecology
Technical/functional skills	
Essential:	Detail oriented with ability to analyse and compare data from multiple sources Strong interpersonal skills Experience with data collection, research and analysis Ability to take minutes and summarise discussions
Other qualities or behaviours	
	Ability to work both independently as well as in a team environment Ability to work under deadlines and with competing demands. A passion for Antarctic marine science Contribute effectively to the promotion of equal opportunity and non-discrimination in the workplace
Relationships	
	Position will report to the Science Manager and work closely with all members of the Science team. Position will provide key support for Scientific Working Group, Scientific Committee and Commission meetings.

Other information

All members of staff must adhere to CCAMLR's Staff Regulations ([add link here](#)) and all other policies and procedures.

International travel may be required.

Flexibility of working hours is required

Salary, benefits and other working conditions

Salary:	A generous salary will be offered
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Relocation expenses:	There is no relocation allowance for this position
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Other benefits:	Provided according to CCAMLR Staff Regulations
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Hours of work:	37.5 hours per week
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Location:	Hobart, Tasmania, Australia
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Probation:	Six months
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Performance review period:	Annual
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