



## JOB DESCRIPTION

<b>Job Title:</b>	Data and Information Management Adviser
<b>Division/Team:</b>	Pacific Data Hub, Information Services
<b>Location:</b>	Nouméa, New Caledonia
<b>Reporting to:</b>	Pacific Data Hub Programme Manager
<b>Number of Direct Reports:</b>	None
<b>Purpose of Role:</b>	Providing expertise and leadership in information management to strengthen the cataloguing, classification, and organisation of SPC's data, information, and knowledge resources. This includes establishing metadata standards and harmonised vocabularies, developing and maintaining ontologies, and enhancing the discoverability and interoperability of data across the organisation and with regional partners.
<b>Date:</b>	January 2025

### Organisational Context and Organisation Chart

#### About Us

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work across more than 25 sectors, driving sustainable development to benefit Pacific people. We are known for our knowledge and innovation in fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

#### The Pacific Data Hub

Through the Pacific Data Hub, SPC provides a central point of access to data about the Pacific, invests in sustainable data infrastructure, and develops shared standards and practices that enhance data interoperability and dissemination.

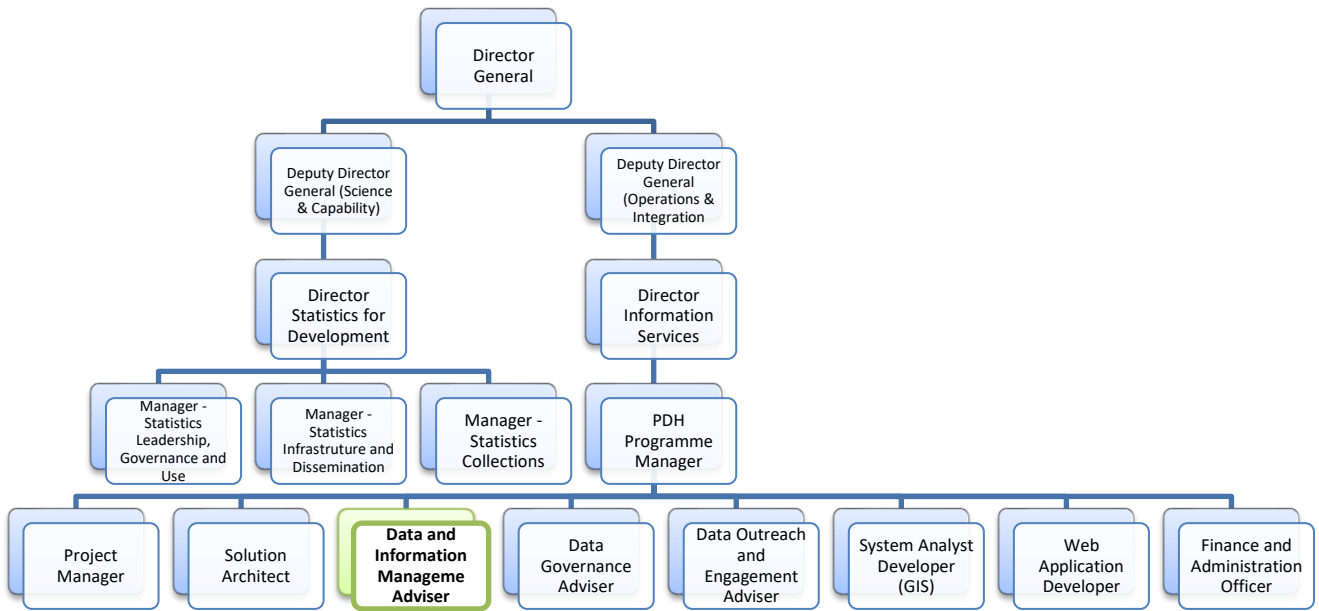
#### About the Role

The **Data and Information Management Adviser** is responsible for designing, implementing, and managing the architecture, frameworks, systems, and practices that enhance the accessibility, interoperability, and utility of organisational data, information, and knowledge resources. This role serves as a pivotal link between data governance, technical infrastructure, records management, and knowledge sharing, ensuring that data resources are effectively catalogued, discoverable, and usable across multiple domains.

This role requires both strategic leadership and technical expertise, working closely with teams to guide implementation while advocating for policy alignment at the organisational and regional levels.

The Data and Information Management Adviser will work closely with senior leadership and technical teams to embed best practices in metadata management and knowledge sharing across SPC and its member states.

Success in this role will be measured by the publication of information architecture documentation, adoption and successful utilisation of metadata frameworks across SPC, increased discoverability and usage of data and information resources, and engagement in regional knowledge-sharing initiatives.



**Key Result Areas (KRAs):**

*The performance requirements of the Key Result Areas are broadly described below*

Jobholder is accountable for	Jobholder is successful when
<b>KRA 1: Data and Information Architecture (30%)</b>	<ul style="list-style-type: none"> <li>Harmonised classification, metadata, and taxonomy frameworks are established and maintained to enable meaningful data discovery and reuse.</li> <li>Ontologies and controlled vocabularies are introduced or enhanced to promote consistent data interpretation and interoperability across SPC and regional partners.</li> <li>Documentation of metadata standards and information architecture guidelines is comprehensive, clear, and updated regularly.</li> </ul>
<b>KRA 2: Data Catalogue and Repository Management (30%)</b>	<ul style="list-style-type: none"> <li>SPC’s data and information resources are systematically catalogued, with metadata captured in a user-friendly, central repository.</li> <li>Versioning, provenance, and data access protocols are in place, improving data quality, traceability, and reporting.</li> <li>Improved discoverability of information resources leads to measurable increases in data usage and user satisfaction.</li> </ul>
<b>KRA 3: Capability Building and Communities of Practice (20%)</b>	<ul style="list-style-type: none"> <li>Effective training programmes and workshops on metadata standards, information management principles, and taxonomy/ontology development are delivered across divisions and with member states.</li> <li>Communities of practice (CoPs) are established to share best practices, troubleshoot challenges, and continuously enrich SPC’s information management framework. The Adviser will establish CoPs, coordinate meetings and facilitate workshops to promote knowledge sharing and establishing harmonised approaches to data and information management.</li> <li>Clear documentation, guidelines, and toolkits are produced and shared to enable ongoing improvements in information management.</li> </ul>

<b>KRA 4: Collaboration and Advisory Support (20%)</b>	<ul style="list-style-type: none"> <li>• Subject matter experts, cross-functional teams, and regional partners can effectively align on metadata standards and classification models.</li> <li>• Advice on emerging tools or best practices is provided to support the further integration of modern information management approaches.</li> <li>• Enhanced interoperability, discoverability, and reuse of resources across SPC systems and partner platforms demonstrate the impact of the Adviser's contributions.</li> </ul>
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken (Complexity):**

- Establishing, advocating, and monitoring compliance with metadata and information management standards in a diverse environment with varied workflows and legacy systems.
- Navigating complex stakeholder needs: from technical experts requiring detailed ontologies, to partner agencies with unique data policies, to end users requiring intuitive data discovery tools.
- Driving cultural change within the organisation by convincing teams to adopt standardised cataloguing and classification approaches and promoting best practices in metadata management.
- Coordinating across multiple technical and subject matter domains to achieve consistent data organisation while allowing flexibility to accommodate discipline-specific needs.
- Managing resistance to change from individuals or teams accustomed to different data or information management practices, while promoting and effectively communicating a data-driven culture.
- Developing and delivering effective, tailored, and targeted data and information management training to a diverse audience with varying levels of understanding and experience, leading to tangible improvements in data stewardship.
- Communicating the value and impact of data and information management initiatives to key stakeholders, providing tangible evidence of how this enhances utility, discovery, interoperability of the organisation's data and information resources and ultimately leads to improved decision-making and organisational performance.
- Staying current with industry best practices and trends in data and information management in a constantly evolving technology and regulatory landscape, to ensure the organisation's data management strategy remains relevant and effective.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<b>Internal</b>	
<ul style="list-style-type: none"> <li>• Pacific Data Hub team</li> <li>• Information Services Division</li> <li>• SPC technical divisions and integrated programmes, e.g., SDD, GEM, FAME, EQAP, PHD, HRSD, SPL, LRD, CCES and PCCOS.</li> <li>• Corporate services (OMD)</li> <li>• Data Governance governing bodies (Council, Steering Group, divisional Working Groups)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide strategic guidance and technical support on taxonomy/ontology development and metadata standards.</li> <li>• Collaborate on designing, implementing, and maintaining SPC's data catalogues and repositories.</li> <li>• Deliver training and capacity-building programmes for staff.</li> <li>• Foster Communities of Practice in metadata and information management.</li> <li>• Using SPC systems and processes to procure and manage services delivered by consultants and service providers.</li> </ul>
<b>External</b>	

<ul style="list-style-type: none"> <li>• Pacific Island government agencies</li> <li>• Regional and international organisations, donors, and development partners</li> <li>• Contractors and consultants</li> <li>• Academic and research institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate data and information management activities delivered by the PDH programme.</li> <li>• Delivering training, facilitating workshops and consultations on data and information management.</li> <li>• Align metadata standards, share knowledge, and co-develop consistent data taxonomies and ontologies.</li> <li>• Coordinate efforts to improve data discoverability, interoperability, and reuse.</li> <li>• Provide advisory support, contribute to training, and assist in building common vocabularies for Pacific data resources.</li> </ul>
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**Level of Delegation:**

Routine Expenditure Budget: 0 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 50 EUR

**Personal Specification:**

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job specific competencies.*

**Qualifications**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Master’s degree in Information Management, Information Science, Library Science, Data Management, Computer Science, Data Science or related fields or equivalent body of knowledge and experience</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Certifications in information architecture, data governance, or metadata management.</li> <li>• Formal training in Project and/or Change Management.</li> </ul>
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**Knowledge/Experience**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 10 years of progressive experience in Information Knowledge Management (IKM), data management, metadata management, and library systems.</li> <li>• Demonstrated expertise in principles of sharing machine-readable Linked Open Data and in implementing metadata, cataloguing and interoperability standards and frameworks e.g., Semantic Web, schema.org, MARC, SKOS, Dublin Core, DCAT, RDF, DDI, ISO 19115, ANZLIC.</li> <li>• Proven track record of implementing taxonomy, ontology, and metadata solutions to enhance discoverability.</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience working with statistical and/or scientific data management systems.</li> <li>• Understanding of the FAIR and CARE principles, data ethics, and indigenous data sovereignty.</li> <li>• Understanding of contemporary approaches to managing Indigenous Knowledge and Traditional Cultural Expressions</li> <li>• Experience in implementing socially responsible data and information management systems.</li> <li>• Experience working in the Pacific region.</li> <li>• Experience in an international development context.</li> <li>• Understanding of archival and records management best practice.</li> </ul>
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<ul style="list-style-type: none"> <li>• Experience leading or contributing to Communities of Practice in the information management domain.</li> <li>• Experience with data management cataloguing systems such as CKAN, Socrata, Koha, DSpace or similar</li> <li>• Strong understanding of Pacific development challenges and data sovereignty issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of French.</li> </ul>
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### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Advanced knowledge of information architecture, data management best practice, classification, data cataloguing, and metadata frameworks.</li> <li>• Ability to provide thought leadership, facilitate organisational change in information and data management, and communicate complex concepts to both technical and non-technical audiences.</li> <li>• Strong ability to lead cross-functional initiatives, championing interoperability among systems and teams.</li> <li>• Deep understanding of data stewardship, data quality management, data sovereignty and data security.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Proficiency in using data management tools, taxonomy software, and information management systems.</li> <li>• Strong collaborative skills and cultural sensitivity to engage effectively with diverse stakeholders.</li> <li>• Well-developed capability-building and training skills, using inclusive and context-appropriate methods.</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Familiarity with data governance frameworks, data quality practices, and relevant data privacy/security regulations.</li> <li>• Familiarity with records management good practice (curation, retention, accountability, versioning, storage, audit, disposal)</li> <li>• Ability to develop technical documentation and maintain knowledge repositories.</li> <li>• Understanding of open data standards, licensing, and best practices.</li> <li>• Understanding of data architecture and data modelling concepts.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Basic awareness of SPC rules, policies, and procedures.</li> <li>• Awareness of the broader Pacific development context, including cultural and linguistic considerations.</li> <li>• Appreciation of the importance of gender equality, social inclusion, and human rights in the development of data resources.</li> <li>• Cultural sensitivities and communication protocols across diverse regions and countries.</li> </ul>

### Key Behaviours

*All employees are measured against the following Key Behaviours as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

- Building Individual Capacity

#### **Personal Attributes**

- Demonstrated leadership, including the ability to inspire and influence others to adopt information management best practices.
- Exceptional communication skills, bridging technical and non-technical stakeholders.
- High ethical awareness and commitment to data integrity, privacy, and security.
- Empathy for stakeholders with diverse backgrounds, promoting inclusive collaboration.
- Commitment to continuous professional development and adoption of emerging trends.
- Adaptability and openness to continuous learning to stay updated with industry trends and best practices.
- Resilience and perseverance to overcome obstacles and maintain momentum.
- Approachable and the ability to foster an environment of teamwork and cooperation among different teams.
- Strategic thinking and the ability to align data and information management initiatives with the organisation's long-term goals and objectives.
- Meticulous attention to detail to ensure accurate data handling, quality assurance, and compliance with policies and regulations.
- A strong advocate for the value of data, promoting data as a critical resource for decision-making and supporting sustainable development.

#### **Change to Job Description:**

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.