The Data Source Administrator Role

Organisational Context

ANDS (Australian National Data Service) exists to enable the discovery of collections of research data generated during publically funded research projects.

Research Data Australia provides the mechanism to enable discovery of these collections of research data.

The metadata describing the research data collections of an institution is ideally sourced via an automatically generated feed of metadata and ingested into the ANDS Collections Registry.

The primary responsibility of this role is to oversee the maintenance of the integrity of the data feed from an institutional repository to the ANDS Collections Registry, and thus to ensure appropriate discovery of institutional research collections though Research Data Australia. The incumbent will become the “owner” of the collections data in respect of the ANDS Collections Registry.

This role resides with suitably skilled client staff based at, and employed by, a client institution.

Key Responsibility:

Ensure the maintenance of the integrity of the data feed from an institutional repository to the ANDS Collections Registry, and thus ensure appropriate discovery of institutional research collections though Research Data Australia.

Responsibilities

1. The Data Source Administrator is essentially the point of liaison within a client organisation for queries about the data feed to ANDS Collections Registry.

This role has primary responsibility within a client organisation for:

• quality of a data feed;
• implementing changes to RIF-CS;
• implementing changes to the feed arising from changes to the functionality of the registry;
• liaison with ANDS on concerns or queries about RIF-CS, the ANDS Collections Registry or Research Data Australia.

2. The Data Source Administrator has responsibility to ensure integrity of and vary as necessary these data source attributes:

• provider type for the data source (ie DIRECT or OAI-PMH)
• scheduled harvest date and frequency of the data harvest (where the harvester is used)
• contact name and contact email address associated with a data source
• uri for the data harvest
• set to which the data source belongs (this is similar to 'group' and is intended to cater for repositories to be able to aggregate collections meaningfully)
• and add notes on the feed to the Data Source record.

**Required Skill Set for Data Source Administration**

The role of Data Source Administrator needs to understand what situations might trigger the need to vary any of the above data source attributes. Assistance is available from ANDS documentation at [www.ands.org.au](http://www.ands.org.au)

**Attributes/skills**

- Basic IT competency - ability to access the internet and to use an online application.
- The Data Source Administrator should have the authority to oversee and administer the data feed to ANDS on behalf of the data owner.
- Where the data feed is an OAI-PMH feed the Data Source Administrator ideally needs to have some knowledge and visibility of the OAI-PMH setup in their organisation and be consulted in respect of the data feed harvest point or technical changes made in the harvest point set-up.

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