

# Terms of Reference for WALLABY Management Team and Advisory Committee

Tobias Westmeier, Bi-Qing For, Lister Staveley-Smith, Karen Lee-Waddell, Barbara Catinella

Ver.	Date	Changes	Authors
1.0	15/11/2024	Initial version	TW, BQF, LSS, KLW, BC

## 1. Overview

This document describes the terms of reference (ToR) for WALLABY management team and advisory committee members.

Management team and advisory committee positions will not be remunerated and do not come with any other benefits such as preferential data access.

## 2. Management Team

The WALLABY management team consists of two Principal Investigators (Co-PIs), the Project Scientist, the Project Manager, the Deputy Project Scientist and the Deputy Project Manager. All members of the WALLABY management team are expected to contribute approximately 0.2 FTE (in addition to their WALLABY research involvement) towards their duties.

The main role of the management team is to ensure that the WALLABY survey progresses according to plan and delivers the data products and science results set out in the original proposal. The management team also oversees the project policies, monitors compliance and takes appropriate action in the case of policy breaches or misconduct.

The management team meets on a regular basis (typically once a week) to discuss progress with observations and other action items regarding membership applications, science proposals and papers, team management, meetings, etc.

Appointments to the management team will be for an indefinite period of time. Members can leave the management team at any time, either by mutual agreement or by advising the management team of their decision to step down. Membership can also be revoked in accordance with the procedures set out in the WALLABY membership policy if a management team member is found to have breached WALLABY policies.

Whenever a position within the management team becomes vacant, the WALLABY management team will seek to fill the position by inviting suitable candidates. If no suitable candidate can be recruited, the management team will issue an open call for expressions of interest (EoI) for the position to the entire WALLABY team through the official WALLABY team email exploder, giving at least 14 days notice.

After the EoI submission deadline, the management team will fill the vacant position from the pool of suitable candidates. The advisory committee will be consulted if necessary, e.g. if there is a conflict of interest, if no suitable candidate can be found or if a new PI needs to be appointed.

## 2.1 Principal Investigators

The WALLABY Principal Investigators are expected to be existing and knowledgeable team members who will be a committed advocate for WALLABY and be able to share duties which include: championing the scientific capability of WALLABY; seeking resources to reap the scientific benefits of WALLABY; chairing WALLABY group and team meetings; providing strategic advice to the management committee; and participating in various management and strategic forums. The role is suitable for senior members of the national or international community with broad scientific, management and strategic experience.

The main tasks include:

- Ensuring that the survey progresses
- Advocating for WALLABY with stakeholders and the astronomy community
- Making strategic decisions and seek funding/support to advance WALLABY
- Exploring partnerships with other research groups or surveys
- Organising and chairing the working group chairs and advisory group meetings
- Approving or declining WALLABY membership applications

## 2.2 Project Scientist

The WALLABY Project Scientist is expected to assist the PIs in enabling the team to conduct a scientifically successful and impactful survey by leading the team's science and publication proposal process, approving student proposals, advising on scientific priorities, disseminating scientific information to the team, monitoring the effectiveness of the science products being delivered to the team and by the team, and being an advocate for WALLABY at national and international meetings. The role is suitable for members at any level of seniority from mid-career onwards.

The main tasks include:

- Advocating and coordinating WALLABY science
- Engaging with stakeholders to ensure that WALLABY observations progress
- Overseeing data validation and quality control
- Overseeing, assessing and approving science project proposals
- Giving advice on new WALLABY membership applications

## 2.3 Deputy Project Scientist

The Deputy Project Scientist will assist the Project Scientist in overseeing the scientific aspects of WALLABY. The role is suitable for members at any level of seniority.

The main tasks include:

- Assisting the Project Scientist
- Stepping up if the Project Scientist is unavailable
- Data validation and quality control
- Organising and chairing the WALLABY science meetings

## 2.4 Project Manager

The WALLABY Project Manager will be expected to assist the PIs in the coordination and execution of the WALLABY survey, coordinate the availability and deployment of resources, communicate with CSIRO to ensure the efficient running and scheduling of WALLABY observations and dataflow, assist with team communication processes, ensure that WALLABY meets its internal and external milestone obligations, and help ensure that policy decisions are communicated to the team. The role is suitable for members at any level of seniority from mid-career onwards.

The main tasks include:

- Maintaining, updating and communicating policy documents
- Drafting and submitting review documentation and milestones
- Maintaining membership database and handling new membership applications
- Attending regular meetings with other stakeholders (e.g. ASKAP)
- Chairing weekly management team meetings

## 2.5 Deputy Project Manager

The WALLABY Deputy Project Manager will be expected to assist the Project Manager in the coordination and execution of the WALLABY survey. The role is suitable for members at any level of seniority.

The main tasks include:

- Assisting the Project Manager
- Stepping up if the Project Manager is unavailable
- Coordinating WALLABY public website and internal team wiki
- Managing internal science project applications
- Editing the biannual WALLABY newsletter

# 3. Advisory Committee

The WALLABY advisory committee consists of 3 team members who are appointed by the management team, either directly or through an EoI process. The role of the advisory committee is to provide additional input into strategic discussions around management, communication and science and help with conflict resolution, in particular where the PIs are

conflicted. The committee will be consulted by the management team on an irregular basis – but at least twice a year – whenever strategic advice is needed.

Advisory committee membership is expected to be at no more than the 0.05 FTE level (in addition to their WALLABY research involvement) for a period of 3 years. Members can in principle be reappointed at the end of their 3-year term.

### 3.1 Advisory Committee Members

Senior members of the national or international community with broad scientific, management and strategic experience in closely related research fields would be ideal applicants.