JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described

POSITION DETAILS:	**Position Title:**	**DATA MANAGER**		
Division:	Infection & Vaccines		**Department:**	Wesfarmers Centre of Vaccines and Infectious Diseases
Position reports to: (role)	Business Manager, Wesfarmers Centre of Vaccines and Infectious Diseases			
Location: *include all possible locations*	100 Roberts Road Subiaco			

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

To provide data management support to the Wesfarmers Centre of Vaccines and Infectious Diseases (Wesfarmers Centre). The role provides expertise on database design, analysis and reporting to researchers within the Wesfarmers Centre; development and maintenance of databases for clinical trials; facilitation of various methods of data capture; migration of data from multiple sources to a common database; and the development of an analytic dataset of original and derived variables.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured
Database coordination	20	• Develop and maintain databases for Wesfarmers Centre projects	• Database development • Database maintenance	• Successful construction of databases in a timely fashion • Successful management of databases
Data organisation	20	• Oversee the curation and provision of a variety of data sources such as participant databases and electronic case report forms • Review of clinical research documents (e.g. study protocols) from a data management perspective • Identify alternate/additional data storage and management tools as required • Develop appropriate documentation of data such as data dictionaries • Set up automated reports on project progress or status (e.g. recruitment tracking, safety events) • Perform training for the use of databases and create user guides	• Accurate and efficient coordination of a suite of data solutions • Clear pathway for and engagement of Wesfarmers Centre researchers seeking data solutions • Enable researchers to easily interpret study data • Data documentation e.g. data dictionaries	• Provision of high quality data for publication • Comprehensive use of study data by researchers • Ongoing system improvements and accurate data • No lost or corrupt data • Production of data documentation
Data extraction	15	• Liaise with Wesfarmers Centre researchers regarding their research interests and data needs • Provide timely and accurate responses and support to requests for data from Wesfarmers Centre researchers	• Provide appropriate data to address research questions posed	• Provision of accurate information and data in a timely fashion to support production of high quality publications

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*				
Key Position Accountabilities What are the main areas for which the position is accountable	**% of Total Role**	**Inputs:** What are the key activities or tasks to be carried out?	**Outputs:** What are the expected end results?	**Measures:** How it is measured
Data quality	15	- Prepare data management plans - Ensure data practices comply with privacy regulation and ethical requirements and commitments - Oversee compliance of data and data practices for clinical trials - Develop database clinical trial data specifications, including user requirements, edit rules/checks, query logic and data validations - Troubleshoot data coding error issues - Manage data queries in databases	- Data management plans - High quality (clean) data in the study datasets - High quality data processes - Increased compliance with data policies - Increased standardisation of research data	- Quality of data management plans - No data security or confidentiality breaches - Provision of high quality data for publication
Liaison and collaboration	20	- Provide data management advice to Wesfarmers Centre researchers (data structure, case report form / data collection options, website maintenance etc.) - Provide advice to Wesfarmers Centre researchers for data coding, cleaning and documentation requirements - Assist in specification development for both specific research projects and research programs, liaising between researchers and database analysts - Liaise with aligned roles that handle data (information technology staff, biostatisticians, clinical trials research managers etc.) - Act as sponsor liaison with database providers	- Good relationships with researchers and research groups - Clear communications with colleagues - Successful collaboration with stakeholders	- Positive feedback from colleagues - Increased uptake of data services solutions - Harmonious and motivated work environment
Other duties	10	Other duties as required		Feedback from Director

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Relevant tertiary qualification in a health and/or IT related field (e.g. information systems, health sciences or medical research)
Skills, Knowledge & Experience:	1. Experience with one or more clinical databases (e.g. Medrio) 2. Experience in handling research data in accordance with the principles of Good Clinical Practice 3. Demonstrated understanding of issues about data confidentiality/security/privacy 4. Excellent written and verbal communication skills, including the ability to explain technical concepts 5. High attention to detail and ability to ensure work is of high quality 6. Ability to work within a multi-disciplinary team 7. Demonstrable time management skills and ability to prioritise workload 8. Ability to obtain Working With Children Check and a National Police check

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Postgraduate qualifications or significant experience in applying managing database for health, medical, or biological studies. • Formal IT/Database qualifications and knowledge
Skills, Knowledge & Experience:	1. Experience in data management for clinical trials 2. Demonstrated understanding of the nature of research and research environments 3. Hands on experience with database development using Medrio, RedCap or other electronic data capture systems 4. Knowledge of medical and clinical terminology and adverse event coding such as MedDRA 5. Knowledge of the National Health and Medical Research Council statements on Ethical Conduct in Human Research, Data Sharing, and other relevant areas

SCOPE:

Financial accountability: Does this role have accountability for a budget?

• No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	0	No. of indirect reports	0

Next level of
supervision

Director Wesfarmers Centre

Immediate level of
supervision

Business Manager

Other roles reporting
to immediate
supervisor

		Data Manager	Administrative Assistant x 3		

Direct reports
(role x no.)

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?