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:	**RESEARCH DATA MANAGER**	
Division:	Research Services and Innovation	**Department:**	Research Governance and Platforms
Position reports to: (role)	Manager, Biometrics		
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**

The Data Manager role will be integral in the ongoing cohesion of key research support platforms, aiming to improve research processes and access to knowledge and guidance pertaining to compliance and best practice for research data handling.

The Data Manager will be reasonable for:
- Establishing and maintaining data related policies and Standard Operating Procedures
- Overseeing (in conjunction with technical experts) data capture and storage platforms
- Providing advice/recommendations to researchers, affiliated with the Telethon Clinical Research Centre, relating to data process and case report form design

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	35%	• Develop and maintain Standard Operating Procedures (SOPs) for a variety of data related activities (transfer of data, confidentiality of data, storage, archival, access and transfer of data etc) • Ensure data practices comply with privacy regulation and ethical requirements and commitments • Oversee compliance of data practices for research to current best practice and regulatory requirements • Audit/assess current data practices with the intent to forming recommendations for process improvement and refinement	• High quality data processes • Increased compliance with data policies • Increased standardisation of research data	• No data security or confidentiality breaches • Up to date system and procedural information • Positive feedback from the Telethon Clinical Research Centre management team relating to data practises
Data organisation	30%	• Produce data management related resources to educate and guide researchers affiliated with the Telethon Clinical Research Centre • Develop and maintain 'Best Practice' guidelines for data standardisation and harmonisation • Collate and manage documentation pertaining to available data storage solutions, make these accessible and communicate them to the researchers • Oversee the curation and provision of a variety of data sources such as participant databases and electronic data capture/case report forms • Oversee the data collection platforms (iApply, Redcap, Medrio, Qualtrics, custom SQL databases) including provision of updates, monitoring usage etc (with technical assistance) • Maintain knowledge and documentation of datasets and storage structure implementations • Identify alternate/additional data storage and management tools as required	• Accurate and efficient coordination of a suite of data solutions • Clear pathway for and engagement of researchers seeking data solutions	• Ongoing system improvements and accurate data • No lost or corrupt data

Researcher support	30%	• Provide (consultative) data management advice to researchers (data structure, case report form/data collection options, website maintenance etc) • Provide advice to 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 • Streamline the process for researchers seeking data storage solutions • Build forms within available platforms, as/when required	• Good relationships with researchers and research groups • Clear communications with colleagues	• Positive feedback from colleagues • Increased uptake of data services solutions • Decreased time between project conception and projects going live
Facilitation and collaboration	5%	• Establish a Data Advisory Group or similar to manage Institute knowledge around data handling practices • Liaise with aligned roles that handle data (information technology staff, biostatisticians, bioinformaticians, clinical trials research managers, information management etc)	• Increased upskilling of students and researchers • Successful collaboration with stakeholders	• Meetings, established, attended and documented • Harmonious and motivated work environment

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:	• Demonstrated understanding of the nature of research and research environments • Experience with establishing/revising data related polices, Standard Operating Procedures, and auditing compliance • Experience in handling data within a health research setting (hands on experience with databases) • Knowledge of the National Health and Medical Research Council statements on Ethical Conduct in Human Research, Data Sharing, and other relevant areas • Demonstrated understanding of issues about data confidentiality/security/privacy • Excellent verbal communication skills, including the ability to explain technical concepts • Ability to pay attention to detail and ensure work is of high quality • Demonstrable time management skills/ability to prioritise workload

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Postgraduate qualifications or significant experience in data management for health, medical, or biological studies. Formal IT/Database qualifications and knowledge an advantage
Skills, Knowledge & Experience:	• Experience in handling clinical trial data and the principles of Good Clinical Practice • Hands on experience with programming (eg SQL, javaScript, VB.NET, C#, vba) • Experience with project management • Experience chairing committees and working groups • Experience working with the health care delivery system

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	

Next level of supervision			Head, Research Governance and Platforms		
Immediate level of supervision			Manager, Biometrics		
Other roles reporting supervisor	Biostatistician	Biostatistician	Data Manager	Database Analyst / Programmer	Database Analyst / Programmer	Biostatistician
Direct reports (role x no.)						