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:**	**DATABASE COORDINATOR – The ORIGINS Project**		
RFA:	Early Environment		**Department:**	The ORIGINS Project
Position reports to: (role)	The ORIGINS Program Manager			
Location: *include all possible locations*	100 Roberts Road Subiaco / Joondalup Health Campus			

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 Database Coordinator will be responsible for the

- Development and coordination of data capture systems (including iApply web questionnaires, REDCap database) for ORIGINS Project participants.
- Facilitation of collaboration and integration of other study data to enhance the completeness and integrity of the Project data.

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

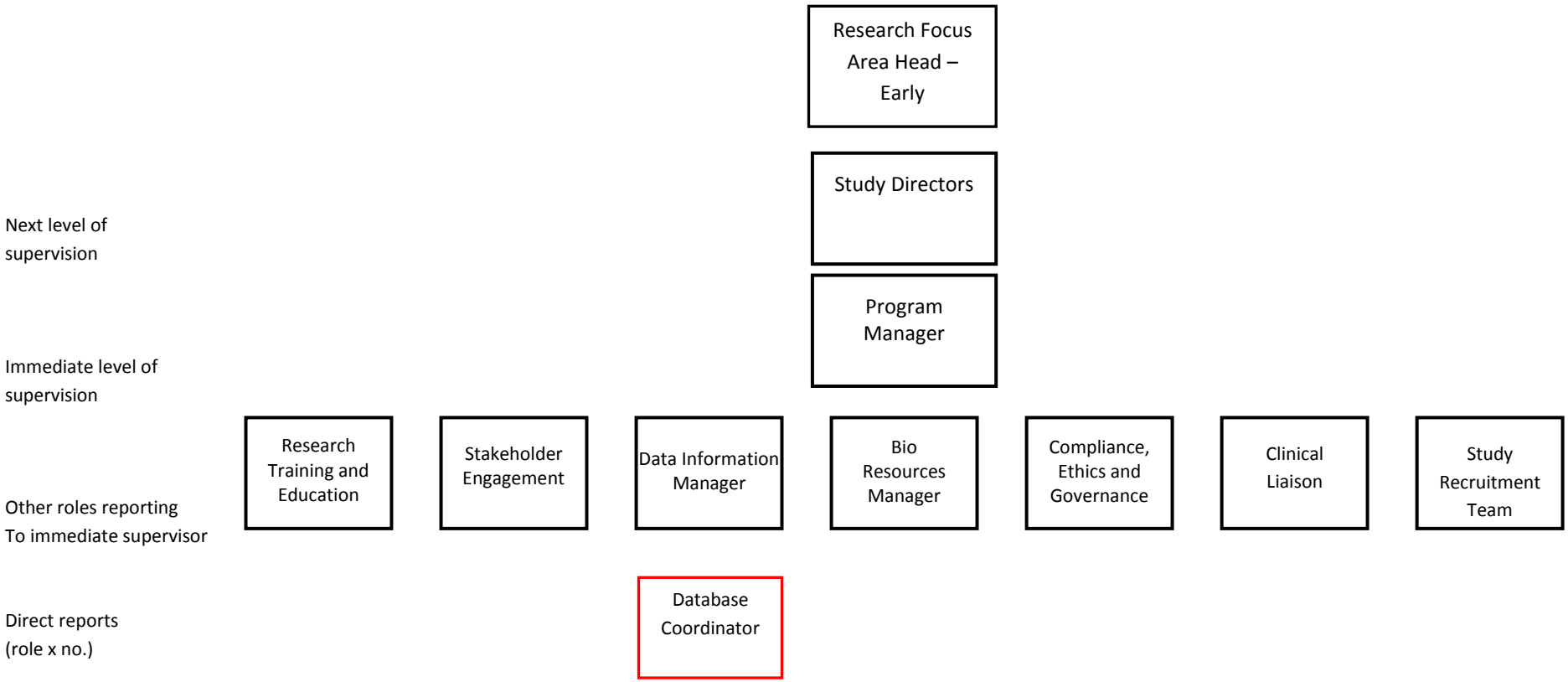
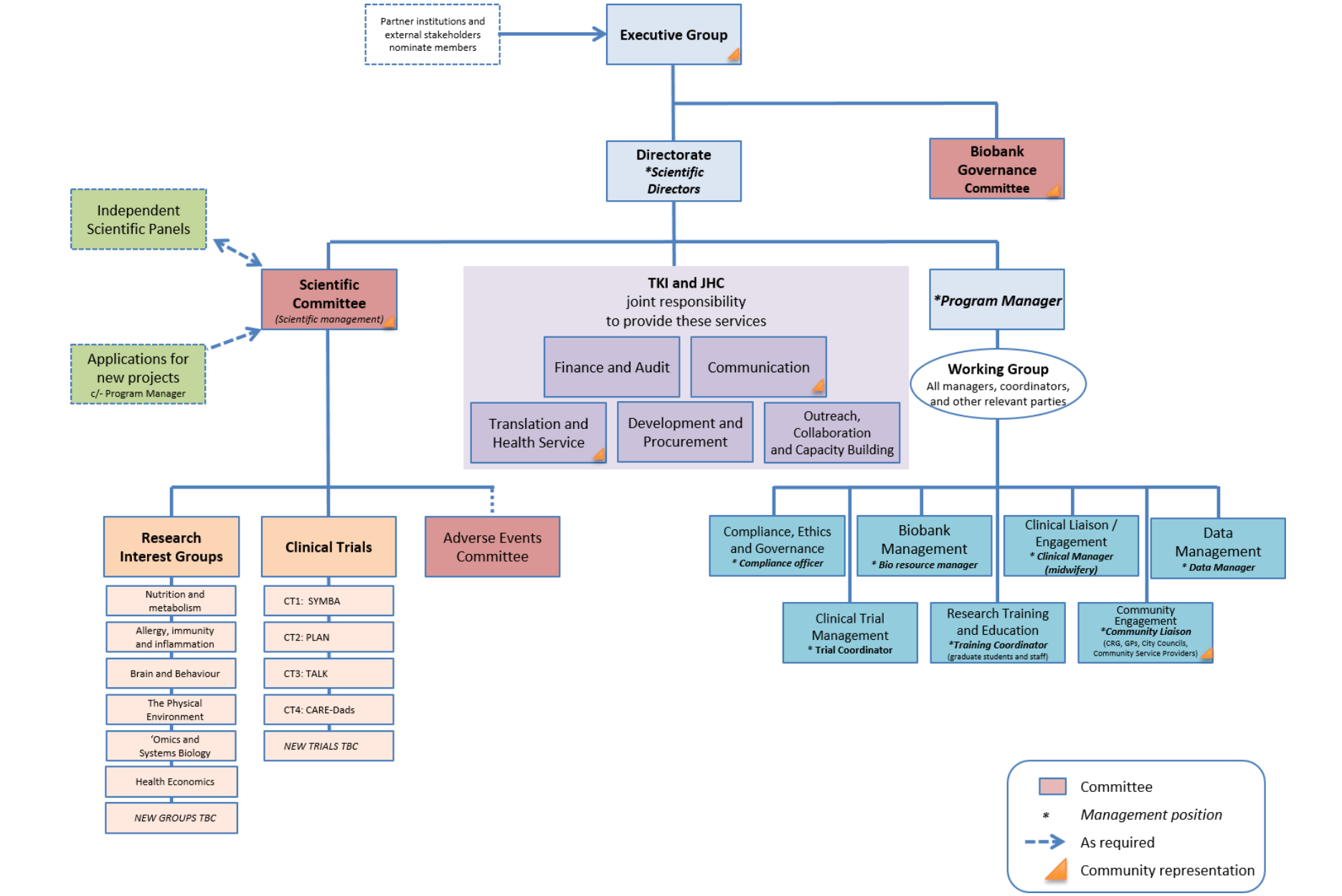
Web Questionnaires	45%	Maintain question controls in the knowledge domain forms, updating domain templates as required in iApply web platform. Correct any errors with question wording, logic-controlled display, variable references or otherwise, as required. Update questions and external questionnaire URL links in iApply as required. Manage questionnaire content on Development and Production servers, conducting testing of new features/changes in Development, exporting to JSON, importing to Production. Troubleshoot web questionnaires in iApply web platform, between Development and Production environments. Facilitate review and update of questions with Working Group members. Liaise with Telethon Kids Institute server managers and iApply Project Manager as required. Respond to participant problems/complaints with web questionnaires within 24 hours. Create, maintain and update Data Dictionaries for web questionnaires to assist future researchers in assessing the relevance of data collected. Generation of participant questionnaires and close monitoring of questionnaire transitions.	Web questionnaires data collection variables/logic checks/branching logic updated as required. Maximum 24-hr turnaround for participant problems/complaints emailed to support email address. Up to date Data Dictionaries following the established format. Participant questionnaires are generated in a timely manner.	Participant ease-of-use is maximised. Working Group team members can follow process and understand the structure and implementation of questionnaires. TKI iApply server managers are satisfied with activity of ORIGINS Project Database Manager. Web questionnaires perform adequately and in an intuitive manner, as far as possible. Web questionnaires are updated as required by Project members. Feedback from team members. Feedback from participants/families. Participant questionnaires transition as required.
REDCap	10%	Maintain, correct, update and troubleshoot the data collection forms in the REDCap ORIGINS Database.	Up to date and complete REDCap ORIGINS Database.	Ease of use of REDCap. Data collection forms are available and can be accessed in the REDCap ORIGINS Database.

Antenatal Clinic Data management	15%	Collect participant questionnaire data in accordance with Good Clinical Practice and research standards. Enter participant data into the REDCap ORIGINS database. Review database for missing/incomplete data. Create, maintain and update Data Dictionaries for antenatal questionnaire REDCap forms to assist The ORIGINS Project team in co-ordinating the Project. Assist with technical issues at hospital clinic, including photocopying documents, pairing questionnaires, barcode generation, etc.	No issues photocopying, pairing participant questionnaires and then entering into REDCap. REDCap research database is up to date. Data Dictionary is up to date. Assistance is provided in a timely manner to team members as required.	Ease of use of REDCap data capture. Working Group members satisfied with support.
Questionnaires/Surveys from external service providers	10%	Generation of participant questionnaires and surveys via a third-party database at specific time points during the project. Monitoring of questionnaire/survey completion and the sending of reminders if required. Respond to participant problems/complaints with web questionnaires within 24 hours.	Questionnaires and surveys are generated at the required time points. Maximum 24-hr turnaround for participant problems/complaints emailed to support email address.	Questionnaires and survey completed at the required time points during the project. Feedback from participants/families.
Preparation of data for researchers	10%	The extraction, preparation, de-identification and transferring of data requested by researchers.	Data is extracted, prepared and transferred securely to researchers.	Positive feedback from researchers.
Miscellaneous	10%	Communicate data requirements of the ORIGINS Project between Working Group members and assist where required. Preparation and presentation of metrics to the ORIGINS Project team and scientific committee.	Assisting Working Group members integrating their studies with The ORIGINS Project without hampering the Project's integrity. Up to date metrics available for the project.	Positive feedback from other team members, ORIGINS Program Manager and scientific committee.

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 management-related discipline • Bachelor's Degree in Science, Computer Science or Engineering
Skills, Knowledge & Experience:	• Ability to obtain Working With Children Check • Right to live and work in Australia • Strong computer skills and ability to adapt between various software packages • Ability to code and troubleshoot Boolean, regex, HTML, and other expression types • Excellent communication and interpersonal skills • Attention to detail • Experience with large datasets in csv format • Demonstrate excellent team working skills as well as ability to work using own initiative • Time management skills/ability to prioritise workload • Ability to work within a multi-disciplinary team
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Bachelor's Degree in Science (Informatics, Epidemiology, Biostatistics or similar), Computer Science or Engineering
Skills, Knowledge & Experience:	• Experience with web development or HTML • Experience with Adobe InDesign or layer-based CAD programmes • Experience with object-oriented languages • Experience with research projects • Knowledge of Human Research Ethics, informed consent, biological sampling, longitudinal studies, and large data sets

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	2-3

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)



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