

Senior Data Manager

Group	Science
Unit	Data Science
Reports to	Associate Director Data Science
Direct reports	Up to four (4)
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Full-time (1.0 FTE)
Date (created or reviewed)	July 2022

Position purpose

Reporting to the Associate Director Data Science, the Senior Data Manager is responsible for the provision of high-quality data management and database design and support to University of Newcastle and Hunter New England Area Health Service researchers.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Meet with clients to provide advice on data management, database design, and study design methods
- Assist with operational management of the unit
- Provide supervision of data managers in carrying out data management and database design
- Manage project timeframes and scope to ensure timely delivery of deliverables (database, data management, documents)
- Manage client expectations
- Developing processes and procedures for the efficient running of REDCap by HMRI
- Provide and oversee clinical data management for research studies
- Develop, test, and maintain research databases (REDCap) for the capture and analysis of data according to various clinical research needs
- Assist with data management, and data capture methodologies for grant applications
- Write data management and quality assurance plans
- Develop and maintain programs to assist in the data manipulation (cleaning, merging, preparing for statistical analysis or quality assurance) of complex datasets
- Work as part of a collaborative research team

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.
 - Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
 - Ensure the reputation and integrity of HMRI is maintained at all times.
 - Maintain confidentiality at all times.
 - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
 - Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
 - Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Essential position requirements

- Post-graduate/doctoral qualifications in Statistics, Public Health, Epidemiology, IT, or other relevant field, and a background in medical research, data management, or clinical trials, with extensive relevant experience
- Demonstrated experience in database/survey design (preferably REDCap) or clinical data capture, and complex data management
- Advanced knowledge of study design, and data quality assurance; statistical knowledge and experience using statistical software including SAS, R, Stata is desirable
- Demonstrated ability in working collaboratively in a multidisciplinary environment to answer complex research/database design, and data management questions
- Project management skills, including ability to prioritise multiple deadlines and managing client expectations
- Strong written and verbal communication skills, including high quality reporting and presentation skills

I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

Employee Name

Employee Signature

____/____/_____
Date

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to the employee.