Centre for Epidemiology and Biostatistics  
Melbourne School of Population and Global Health  
Faculty of Medicine, Dentistry and Health Sciences  

Research Data Manager

POSITION NO 0039705
CLASSIFICATION UOM 6
SALARY $87,007 - $94,181 p.a.
SUPERANNUATION Employer contribution of 10%
WORKING HOURS Full Time (1 FTE)
BASIS OF EMPLOYMENT Fixed Term for 2 years
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Samantha Fox  
Tel +61 3 8344 4335  
Email samantha.fox@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
**Position Summary**

The Research Data Manager will be based in the Centre for Epidemiology and Biostatistics (CEB), Melbourne School of Population and Global Health (MSPGH), at The University of Melbourne. The Research Data Manager will be a member of the multidisciplinary CEB Informatics Team working across various research units. They will be required to realise a variety of database applications, data analysis applications and design the structure of applications integration. They will use their conceptual knowledge of data systems and software to work as part of the Informatics Team, helping to implement front-end data processing/management tools. Responsibilities include working with researchers and project management staff in the MSPGH and at collaborating institutions. The Research Data Manager will also be responsible for assisting with the use, maintenance, and, if required, design and development of database systems for a range of large-scale population health research studies.

Ideally, the Research Data Manager will hold a degree in information systems, computer science, epidemiology, or health science related discipline. The Research Data Manager will have previous experience performing data management tasks, with SQL database expertise that includes querying, formatting, and extracting data. The Research Data Manager will have the ability to learn new database and statistical software programming languages. They must have a working knowledge of ethics, confidentiality, security, and privacy as they relate to population health research data. They will have sound communication skills, including the ability to write user manuals, technical documentation, and protocols. The Research Data Manager will liaise with the project investigators to resolve data inconsistencies and questions. They will need to ensure that work is conducted within the predetermined study protocol of the projects.

The appointee will report to, and work under, the day-to-day supervision of Senior Research Data Manager Samantha Fox at the Centre for Epidemiology and Biostatistics. As a member of MSPGH professional staff, the Research Data Manager will support the broad ethos of the School and the School’s compliance with University policies and procedures, including environmental health and safety.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. **Key Responsibilities**

   - Design, develop, and maintain data systems for public health research including cohort studies and family studies.
   - Undertake data cleaning; administer amendments to erroneous data and resolve inconsistencies.
Ensure the validity and integrity of research data including generating range and consistency checks on data items; linking datasets; maintaining data security; upgrading database applications to reflect changes in users’ and the studies’ needs.

Develop and maintain data dictionaries according to study specifications ready for research application.

Maintain and perform modifications to database systems, e.g., creating tables, queries, security, data entry screens, and reports.

Extract datasets, formatted for analysis, to be used by researchers both within and external to the Centre/School.

Develop user-friendly UI screens and procedures for data entry; create complex queries; publish reports.

Develop and operate online questionnaires for population health research using applications such as REDCap, Qualtrics, LimeSurvey.

Identify opportunities to streamline and improve data management, and liaise with the Head of Research Computing and the team’s software developers to realise these ideas with software which may be off-the-shelf or developed in-house (bespoke).

Draft user and technical documentation for data systems to be utilised by researchers, professional support staff, and the CEB Informatics team.

Report the progress of databases/datasets and data management work in team meetings.

Maintain the privacy, confidentiality, and security of research data.

Demonstrate sound written and verbal communication skills, including the ability to communicate with a range of stakeholders from policy and research environments.

Occupational Health and Safety (OH&S) responsibilities as outlined in Section 5.

Other tasks and duties commensurate with the level of appointment, as required.

2. Selection Criteria

2.1 ESSENTIAL

Completion of a relevant degree such as information systems, computer science, epidemiology, or health science with subsequent experience; or an equivalent combination of relevant experience and/or education/training.

Demonstrated experience conducting data management tasks including quality assurance activities, data checking and cleaning of small to large-scale datasets, data manipulation and extraction, data linkages, data harmonisation, and the preparation and management of metadata documentation.

Demonstrated experience developing relational databases including schema design, querying, formatting, importing, and extracting data.

Demonstrated experience designing front-end data entry and processing systems/applications, as well as online questionnaire development and operation.

Working knowledge of ethics, confidentiality, security, and privacy as they relate to population health research data.

Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines across multiple projects.
Sound written and verbal communication skills, including the ability to communicate independently with a range of stakeholders from policy and research environments, in addition to the ability to write user manuals, technical documentation, and protocols.

2.2 DESIRABLE

- Previous experience with health and research databases.
- Proficiency in the use of statistical software packages such as STATA, R, PLINK.
- Experience working on large scale cohort/follow-up studies.
- Microsoft Access proficiency including Visual Basic for Applications VBA.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Research Data Manager will operate with some autonomy under the broad direction of the Senior Research Data Manager and liaise with the Principal Investigators of relevant research studies responsible for oversight of the study data. The Research Data Manager is responsible for the prioritisation of tasks to ensure that deadlines are met. They will be expected to be proactive and demonstrate initiative in working with the study teams and external agencies involved in data collection. Initially, it is envisioned that the Research Data Manager will have no formal direct supervisory responsibilities.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Research Data Manager will be expected to exercise problem solving, decision making, and judgement in the conduct of data management activities for which they are responsible. They will identify/analyse possible solutions to problems that may arise. The Research Data Manager will have an ability to handle confidential information (which is paramount due to the personal, complex, and sensitive nature of the data collected) using secure electronic and physical mechanisms. The Research Data Manager is always expected to handle and maintain all data in a secure manner. They are expected to perform work assignments according to University policy and legal requirements with a high level of professional standards and technical expertise. They will be a degree-qualified, technical specialist who will provide highly specialised data management services to the Informatics team.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires knowledge and experience in working with complex datasets in the context of health research. It requires a thorough understanding of data management policies, requirements and protocols, and the role of the local and central information technology divisions in supporting the management of the study data. The appointee will need to draw on their comprehensive database management skills and database programming experience.

3.4 RESOURCE MANAGEMENT

The Research Data Manager will provide advice on the resourcing levels required to manage the tasks described above within the established project budgets. For example,
the Research Data Manager may be required to provide advice regarding the purchase of computers and software for studies, or regarding the feasibility and cost effectiveness of machine-readable questionnaires. The Research Data Manager will be required to have excellent time management skills and the ability to prioritise tasks to achieve required outcomes.

3.5 BREADTH OF THE POSITION

Managing study data requires an in-depth understanding of the objectives, instruments, and data collection methods for the studies in which they work. They must also have a thorough understanding of data access/management policies and procedures. They will interact across a range of study teams, co-investigators, technical advisors, University IT personnel and data managers working at external research organisations. The Research Data Manager will play an integral role in the CEB Informatics Team, working not only with other data managers but also software and systems developers.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.
6. Other Information

6.1 CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS


The Centre for Epidemiology and Biostatistics is at the forefront of a preventative health revolution. Big data, changing infectious diseases patterns, and multi-disciplinary collaborations are transforming the ways public health disciplines are researched and taught. Our Centre aims to be a leader in this evolving environment.

Epidemiology and biostatistics provide solutions to global public health challenges that demand multi-disciplinary responses. Our Centre’s approach to research, teaching, and research training reflects this reality. We combine deep expertise with a broad range and reach – through our ten units, and our active links to other renowned institutions. This ensures our researchers and graduates are ready to contribute to preventing and alleviating the world’s common, debilitating, and burdensome health issues.

Our Centre's specialised units address the most important diseases affecting Australians and other people worldwide:

- Allergy and Lung Health
- Biostatistics
- Breast Cancer
- Colorectal Cancer
- High-dimensional Analytics
- Indigenous Epidemiology & Health
- Modelling and Simulation
- Neuroepidemiology
- Sexual Health
- Twins Research Australia

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne’s Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia’s largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of $607 million for 2015. Reflecting the complexity of today’s global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University. The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention,
Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes, and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse, and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.
Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance