



POSITION DESCRIPTION

Department of Obstetrics, Gynaecology and Newborn Health
Faculty of Medicine, Dentistry and Health Sciences

Clinical Data Manager

POSITION NO	0060615
CLASSIFICATION	Level A
SALARY	\$80,258 - \$108,906 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.8 FTE)
BASIS OF EMPLOYMENT	Fixed term for 2 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/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	Prof Peter Rogers Email parogers@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Clinical Data Manager for The Advanced Genomics Consortium (TAGC) project, "Improving women's health outcomes through genomics" will be responsible for all aspects of data recording and management in support of a large genomics-based tissue bank project. The position is based at The Royal Women's Hospital University Department of Obstetrics, Gynaecology & Newborn Health, and reports to the Program Manager and Professor Peter Rogers (the Principal Investigator). The aim of the project is to recruit up to 800 women over 2 years with gynaecological issues that include menstrual bleeding problems, infertility, pregnancy complications and endometrial cancer and to perform next generation sequencing on their endometrium. We will collect endometrial tissue, bloods and detailed clinical data which will be held in our established tissue bank, providing a unique and valuable resource for our own research and for existing and new commercial partners.

The Clinical Data Manager will ensure all relevant clinical data are recorded and entered into the RedCap database. They will clean and curate and manage clinical datasets as required by the team and make them available for both internal and external use. The role will include working with both internal team members and external groups as required to identify and record data sets of interest. The incumbent will work with other team members, and in particular bioinformatics experts, to link clinical data sets to genomics data.

This role will contribute to the University of Melbourne's partnership with international genomics company Illumina. The University has entered a long-term strategic partnership with Illumina, a global leader in genomics technology, to jointly foster the development of world-leading genomics research and innovation activities and to accelerate the translation of these innovations through to adoption in the healthcare system. Together, Illumina and the University have established The Advanced Genomics Collaboration (TAGC), a Victorian Government funded initiative which aims to support a pipeline of commercially focused genomics innovation projects to deliver a cluster of new high growth, high-tech start-ups within the Melbourne Biomedical Precinct.

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

- ▶ The position is responsible for working with multiple clinical and non-clinical team members to identify, clean, curate and manage clinical data for a large tissue bank. Tasks include:
 - ▶ Ensuring all required and relevant clinical data are collected from subjects who give consent for tissues to be collected for the tissue bank.
 - ▶ Ensuring all required and relevant clinical data are recorded in the tissue bank RedCap database.
 - ▶ Preparing clinical datasets as required to support bioinformatics analyses undertaken on genomics data.
 - ▶ Provide technical assistance to team members on data management strategies and usage of existing resources.
 - ▶ Generating reports and data sets for research projects, commercial collaborations and manuscript submissions.
 - ▶ To maintain confidentiality, security and integrity of information relating to patients, staff and other health service business.

2. Selection Criteria

ESSENTIAL

- ▶ Relevant qualification or equivalent experience in large scale data management and reporting.
- ▶ Hands-on experience managing data from large-scale studies.
- ▶ Practical understanding of database design and development.
- ▶ Strong written and verbal communication skills.
- ▶ Good stakeholder management ability.
- ▶ Well developed time management project planning skills with demonstrated ability to meet deadlines.
- ▶ Experience with REDCap.
- ▶ Knowledge of FAIR data principles.

DESIRABLE

- ▶ Familiarity with ethics and consent processes.
- ▶ Familiarity with health data standards, and clinical terminologies.
- ▶ Familiarity with EPIC electronic medical records program.

OTHER JOB-RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check and Police Check.
- ▶ The role may involve occasional work out of ordinary hours.

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:

<http://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

DEPARTMENT OF OBSTETRICS, GYNAECOLOGY AND NEWBORN HEALTH

<https://medicine.unimelb.edu.au/school-structure/obstetrics-gynaecology-and-newborn-health>

The University Department of Obstetrics, Gynaecology and Newborn Health* is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to MD medical students. Currently, each year approximately 350 medical students spend 8

weeks (across 4 rotations) attached to the Department during the third year of their medical course. In addition, there are graduate research students pursuing full-time or part-time research through the Department. These include Honours, Master of Biomedical Sciences and Doctor of Philosophy students. In Quarter 2 of 2023, there were approximately 37 graduate research students enrolled in the Department undertaking their PhD, including 2 under examination.

The **Vision** of the Department is to be an internationally recognised centre of excellence for academic Obstetrics, Gynaecology and Neonatal Paediatrics, and its **Mission** is to provide high quality academic services across a broad range of clinical, educational and research activities within its associated teaching hospitals, and especially at its major centres, the [Royal Women's Hospital](#) and the [Mercy Hospital for Women](#).

Other associated teaching hospitals are the Joan Kirner Women's and Children's at St. Albans (part of Western Health), the Northern Hospital in Epping (part of Northern Health), the St Vincent's and the Epworth Clinical Schools (and private hospitals) and the Ballarat Hospital and Goulburn Valley Hospital (Shepparton), both of which are linked to the [Department of Rural Health](#).

The Department is committed to establishing and maintaining a workplace culture consistent with the Faculty of Medicine, Dentistry and Health Sciences' values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity**.

The Department of Obstetrics, Gynaecology and Newborn Health has a strong research base with a history of significant competitive grant funding success from external, peer reviewed, grant awarding bodies. Particular areas of current research strength include maternal fetal medicine, neonatal paediatrics, women's health, infectious diseases, gynaecological oncology and reproductive biology. In 2022, the Department received Commonwealth grant funding of \$5.0m and State Government and Other grant funding of \$4.7m. The Department is also very successful in attracting philanthropic income to support its research endeavours and is very thankful for the generosity of its donors.

Staff of the Department include clinical academics, research fellows, research assistants and other research support personnel, administrative personnel and a teaching staff associated with the various teaching hospitals involved in the delivery of the Department's graduate teaching programme. As of December 2022, the Department has 89 fixed term and continuing staff (headcount). The Department is also grateful for its 135 honorary staff who contribute to and help to successfully deliver the teaching and research activities of the Department.

The origins of the University of Melbourne Department of Obstetrics and Gynaecology can be traced back to 1924, when the Victorian Branch of the British Medical Association appointed a committee under the leadership of Dr J W Dunbar Hooper "to enquire into the condition of midwifery work" in Victoria.

*The Department name change from Department of Obstetrics and Gynaecology to Department of Obstetrics, Gynaecology and Newborn Health was endorsed by the Vice Chancellor on 1st August 2023.

MELBOURNE MEDICAL SCHOOL

<http://www.medicine.unimelb.edu.au/>

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor Nicola Lautenschlager, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,296 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria,

with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion> MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

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.

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>.

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.

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 <http://www.unimelb.edu.au/governance>