



## POSITION DESCRIPTION

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

### Database Manager - PLATIPUS

<b>POSITION NO</b>	0063692
<b>CLASSIFICATION</b>	UOM 6
<b>SALARY</b>	\$96,459 – \$104,413 p.a. (pro-rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time (0.5 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term position available for 12 months.
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Kelly Fredell Tel +61 432 975 273 Email <a href="mailto:Kelly.fredell@unimelb.edu.au">Kelly.fredell@unimelb.edu.au</a> <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](http://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 PLATIPUS Database Manager will work as part of the Platform for Adaptive Trials in Perinatal Units (PLATIPUS) team, conducting a new, adaptive platform trial for perinatal research. PLATIPUS will recruit pregnant women and people at risk of preterm birth and infants born preterm, to assess which medicines and therapies improve health outcomes for infants born preterm. PLATIPUS will recruit participants in both Australia and Aotearoa New Zealand. PLATIPUS is led by co-Chief Investigators Dr Clare Whitehead, Head of Perinatal Research and Fetal Medicine and Professor Brett Manley, Professor of Neonatology in the Department of Obstetrics, Gynaecology and Newborn Health, University of Melbourne.

We are looking for a highly capable database manager to create and implement standardised database management procedures and oversee the implementation, security, and maintenance of PLATIPUS trial databases.

The PLATIPUS Database Manager will possess extensive technical knowledge of data systems, particularly database architecture, validation and good data practice compliance. Previous experience in managing databases, data quality and effective data workflows within a research environment will be very highly regarded.

The PLATIPUS Database Manager will work closely with the PLATIPUS Data Manager, who will oversee data collection, data cleaning and other related processes.

As the key interface between the trial and the vendor, the PLATIPUS Database Manager will liaise and work closely with the vendor team to design, develop, test and manage the trial database and its use.

The PLATIPUS Database Manager will develop a contacts database within The University of Melbourne's RedCAP database instance. The PLATIPUS Database Manager will work closely with colleagues in Aotearoa New Zealand to support the implementation of a RedCAP database at the University of Auckland also.

The PLATIPUS Database Manager will be required to provide technical support to the wider PLATIPUS team, including co-writing data management related manuals and workflow

documents. The PLATIPUS Database Manager may be required to provide database training to participating hospital staff alongside the PLATIPUS Data Manager and Project Team.

The PLATIPUS Database Manager will sit on- and report regularly to the PLATIPUS-Data Management Committee and may work closely with investigators from national and international collaborating institutions as part of new domain set-up.

This role is based in the Department of Obstetrics, Gynaecology and Newborn Health, University of Melbourne at the Royal Women's Hospital in Parkville, Melbourne.

The PLATIPUS Database Manager will report to the PLATIPUS Program Manager and the co-Chief Investigators.

## ***1. Key Responsibilities***

### **1.1 DATA MANAGER**

- ▶ Work closely with the PLATIPUS Data Manager and the external database provider to develop and maintain PLATIPUS databases
- ▶ Set up database users, provide training, ongoing support for users and user access to research staff.
- ▶ Ensure the validity and integrity of research data, including:
  - data security
  - ensure databases and data management processes meet necessary compliance standards (GCP towards GDPR) and Open Access regulations.
  - ensure applications reflect changes in users' and the trial's needs
  - development of user-friendly manuals and procedures for data entry and overall data management, and
  - running complex reports and queries where required.
- ▶ Maintain and perform modifications to database systems (e.g. creating tables, queries, security, data entry screens, reports).
- ▶ Extract datasets, formatted for analysis, to be used by biostatisticians for analysis.
- ▶ Extract datasets in alignment with PLATIPUS policy for approved stakeholders, as appropriate.
- ▶ Present the progress of the database to colleagues and at meetings as required.
- ▶ Maintain privacy, confidentiality, and security of all data.
- ▶ Contribute to the co-production of conference and seminar papers and publications.
- ▶ Attend trial meetings, educational forums, Hospital and University of Melbourne Department of Obstetrics, Gynaecology and Newborn Health meetings as required.
- ▶ Demonstrate and maintain competency in the performance of technical/clinical skills.
- ▶ Communicate openly and honestly as an effective team member
- ▶ Participate in orientation, preceptorship and mentoring responsibilities.
- ▶ Assist with the education and development of other research staff by providing professional support and education.
- ▶ Maintain mandatory training and competency requirements as defined by The University of Melbourne and Royal Women's Hospital.

- ▶ Conduct high-quality, clinically relevant research congruent with the Australian National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research 2007.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- ▶ Other tasks and duties commensurate with the level of appointment as required.

## 1.2 OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as required by the Royal Women's Hospital and University of Melbourne.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Completion of a degree in epidemiology, science/biomedical science, data management or a public health related discipline with subsequent relevant 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 and large-scale datasets, data manipulation and extraction, and the preparation and management of data documentation.
- ▶ Demonstrated experience in querying, formatting and extracting clinical trial data, and familiar with clinical trial eCRF platforms.
- ▶ Working knowledge of ethics, confidentiality, security and privacy as they relate to clinical trial data.
- ▶ Sound written and verbal communication skills, including the ability to communicate with a range of stakeholders from policy and research environments, as well as the ability to write user manuals and protocols.
- ▶ Demonstrated ability to work as part of a team or independently as necessary.
- ▶ Self-motivated to consistently produce high quality work in a timely manner.

### 2.2 DESIRABLE

- ▶ Relevant experience in supporting large clinical research projects in the higher education sector or research sector or an equivalent combination of relevant experience and/or education/training.
- ▶ Previous work experience on perinatal or other health-related projects.
- ▶ Current GCP accreditation.

### 2.3 SPECIAL REQUIREMENTS

- ▶ Occasional work out of ordinary hours may be required.
- ▶ 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 (particularly during trial planning and initiation).
- ▶ Travel between sites may be required.
- ▶ Primary place of work is at the Royal Women's Hospital, Parkville, which requires all working onsite to have the following four mandatory vaccinations at a minimum:
  - Annual influenza vaccine
  - COVID19 Dose 1, Dose 2 and Booster

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

- ▶ The PLATIPUS Database Manager will work under broad direction from the Program Manager, co-Chief Investigators and the Trial Management Committee with a considerable degree of autonomy.
- ▶ The PLATIPUS Database Manager will be expected to develop and implement strategies within a broad framework defined by the Trial Management Committee and the Department's strategic and operational goals.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

- ▶ High level problem solving and independent judgement is required for this position.
- ▶ The PLATIPUS Database Manager would be expected to set up, maintain and manage the trial clinical database.
- ▶ The PLATIPUS Database Manager would be required to contribute as an active member of the central management team and make data management recommendations to the members and other stakeholders.
- ▶ The PLATIPUS Database Manager will implement trial data-related processes and systems, and is responsible for oversight of all aspects of data management.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

- ▶ The PLATIPUS Database Manager is required to be experienced in international, multicentre trial data management, including overseeing large trial data sets, clinical trial databases, and general data operations and processes in compliance with local and international regulatory frameworks (eg. TGA, ICH-GCP, GDPR).
- ▶ The PLATIPUS Database Manager is also expected to have an understanding of clinical research in hospital settings, higher education sector and research environments.

#### **3.4 RESOURCE MANAGEMENT**

- ▶ The PLATIPUS Database Manager will assist the Program Manager to oversee the data aspects of a large trial budget. The incumbent will be responsible for using resources in line with University policies and procedures.

### 3.5 BREADTH OF THE POSITION

- ▶ The PLATIPUS Database Manager will have a wide range of expert trial data management capabilities and be able to coordinate all data aspects of a large and complex multicentre clinical trial. The role requires extensive interaction with hospital and University staff at all levels as well as key external stakeholders.
- ▶ The PLATIPUS Database Manager will have a depth or breadth of expertise developed through relevant industry experience and application.

## 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

## 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 DEPARTMENT OF OBSTETRICS, GYNAECOLOGY & NEWBORN HEALTH

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

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 3 of 2021, there were approximately 30 graduate research students enrolled in the Department undertaking their PhD, including 5 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 the Sunshine Hospital, the Northern Hospital in Epping, 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](#).<sup>1</sup> The Department is committed to establishing and maintaining a workplace culture consistent with the Faculty 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, andrology, gynaecological oncology and reproductive biology. In 2021, the Department received Commonwealth grant funding of \$8.3m and State Government and Other grant funding of \$1.3m. 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 officers, administrative personnel and a large number of teaching associates associated with the various teaching hospitals involved in the delivery of the Department's graduate teaching programme. As of December 2021, the Department has 75 fixed term and continuing staff (headcount). The Department is also grateful for its 141 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, Gynaecology and Newborn Health 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.

## 6.2 MELBOURNE MEDICAL SCHOOL

<https://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.

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.

### 6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://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 \$630m 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.

### 6.5 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>

### 6.6 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.

## 6.7 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>