DATA OFFICER

DEPARTMENT/UNIT
Department of Epidemiology and Preventive Medicine

FACULTY/DIVISION
Faculty of Medicine Nursing and Health Sciences

CLASSIFICATION
HEW Level 6

WORK LOCATION
553 St Kilda Road

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You’ll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you’ll need to publish your work. We’re a university full of energetic and enthusiastic minds, driven to challenge what’s expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

Monash School of Public Health and Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.
The School of Public Health and Preventive Medicine has the highest expectations of performance of senior staff in areas reflecting:

- Commitment to a team approach
- High levels of motivation and innovation
- A focus on high-level performance in teaching
- A commitment to the principles of good research practice
- A commitment to standards and behaviours those are consistent with Monash University values, mission and code of conduct
- Maintenance of detailed knowledge of relevant areas of specialty, and remaining abreast of leading edge developments
- Contribution to the establishment and maintenance of a strong intellectual atmosphere and a positive departmental climate
- Maintenance of effective and regular communication with staff, ensuring that lines of communication upwards, downwards and laterally are facilitated

The Transfusion Research Unit (TRU) was formed at the beginning of 2010. TRU’s activities include registries and clinical trials to provide evidence for transfusion practice improvement and for management of important haematologic disorders. Established registries are collecting data on massive transfusion, on rare disorders requiring major or specialised transfusion support, and on other haematologic conditions such as lymphoma and myeloma in Australian and New Zealand. Collaboration in data linkage activities with other large clinical registries also helps to better understand transfusion practice in trauma, cardiac surgery and ICU and develop models to predict and monitor blood use. TRU also conducts other projects such as health economic analyses and systematic reviews.

The TRU is also collaborating with Oxford’s Systematic Reviews Initiative to conduct systematic reviews of the evidence base for transfusion practice. The TRU also manages other blood-related activities such as the Lymphoma and Related Diseases Registry (LaRDR) and the Myeloma and Related Diseases Registry (MRDR). The TRU also has close links with governments, advisory groups, specialty Colleges and professional societies to ensure translation of research into policy and practice.

TRU is actively involved in transfusion medicine and research education and training to provide clinicians and researchers with the skills and experience to undertake important future work to understand and improve transfusion practice.

**POSITION PURPOSE**

The Data Officer provides a variety of high-quality data research services to support the operations of the Transfusion Research Unit.

The Data Officer will work closely with the Data Manager and TRU staff to ensure the accuracy and quality of the data for their registries and trials. They will be a key resource for research staff providing expert advice, data support and contributions to analysis and reporting. The Data Officer will have a thorough knowledge of policies and procedures relating to information handling, privacy and ethics, adhering to strict protocols.

**Reporting Line:** The position reports to the Data Manager, Transfusion Research Unit, under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable
KEY RESPONSIBILITIES

1. Plan, implement and coordinate a range of research and administrative tasks including data input and analysis in support of registry objectives, and preparing reports in accordance with established research objectives, timeframes and protocols.

2. Keep abreast of developments, activities and protocols in relevant research areas through liaison with staff and peers, reading relevant literature and attending meetings and seminars, workshops and conferences.

3. Support the Data Manager to prepare reports and other documentation for research leaders, committees, funding bodies and other relevant stakeholders. Contribute to communication with all sites on a regular basis to ensure timely provision of data.

4. Effectively oversee confidential and sensitive data and documents pertaining to registries.

5. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives.

6. Contribute to the writing of research papers and other materials for presentations.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree in a relevant field with subsequent relevant experience; or
   - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. High-level analytical, technical, data analysis and research skills and a demonstrated capacity to develop and implement effective technical and research processes and systems.

3. Excellent written, oral and interpersonal skills including the ability to deal tactfully with people from a diverse range of backgrounds and support key stakeholder relationships.

4. Highly competent research, analytical and problem-solving skills including a demonstrated capacity to produce clear, succinct reports and documents and take responsibility for a broad range of activities and functions.

5. Demonstrated ability to plan, organise and achieve work targets, and to report at regular intervals on outcomes relative to milestones, including the ability to work flexibly to meet project timelines and operate in accordance with Monash University requirements.

6. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and human research ethics principles as required.

7. Well-developed computer literacy and proficiency in the production of high level work using Microsoft Office applications as well as demonstrated experience using statistical software packages such as Stata, SAS or SPSS.

8. Demonstrated experience working with databases such as SQL, MySQL, and Microsoft Access.

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required.
- There may be a requirement to work additional hours from time to time.
- There may be peak periods of work during which taking of leave may be restricted.
LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.