DATABASE PROJECT ANALYST

DEPARTMENT/UNIT	Acute & Critical Care, School of Public Health and Preventive Medicine
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

ORGANISATIONAL CONTEXT

At Monash, work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked 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. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **School of Public Health and Preventive Medicine** is committed to our vision of Health and wellbeing for all people and communities. We are one of the largest schools of public health in the Asia Pacific region. Through generating and synthesising impactful evidence, supporting the strengthening of our health systems and informing and transforming policy and practice, we can help overcome the health challenges being faced across Australia and more broadly. We have skills, knowledge and excellence across a range of disciplines including epidemiology, research methodology, biostatistics, research ethics, governance, clinical trials, clinical quality registries, qualitative research, evidence synthesis, implementation science, health economics, genomics, forensic science, health systems, services and policy, and clinical practice. This provides a strong foundation upon which we can inform, support and sustain equitable improvements in health for individuals and communities. The School is part of the Faculty of Medicine, Nursing and Health Sciences centred at the Alfred Hospital Campus with satellite units and partners embedded across other major Monash affiliated hospitals, research institutes and public health organisations.

The **Australian and New Zealand Intensive Care Research Centre (ANZIC-RC)** is a major clinical research methods centre for Intensive Care in Australia and New Zealand based in the Monash School of Public Health and Preventive Medicine at the Alfred Hospital campus. The centre is involved in the establishment of comprehensive research programs comprising surveys and pilot studies through to large multicentre clinical trials. It supports the design and conduct of clinical research in a variety of topics including, sepsis, traumatic brain injury, mechanical ventilation, sedation, early mobility in intensive care, nutrition in the critically ill, patient blood management and a developing research program in the use of extra corporeal membrane oxygenation (ECMO).

The ANZIC-RC ECMO Program is focussed on critical care research for patients supported with extracorporeal membrane oxygenation. The two main current projects are:

1. The EXCEL Registry: prospective, multi centre registry active in 30 sites across ANZ.

2. RECOMMEND Platform Trial: multi-centre platform trial of patients receiving ECMO.

Short period incidence study of severe acute respiratory infection (SPRINT-SARI) is a hospital-based surveillance database that enables the real time tracking and reporting of SARI patients in Australian hospitals.

Further details about the ANZIC-RC may be found at: www.monash.edu/medicine/sphpm/anzicrc

POSITION PURPOSE

The Database Project Analyst will work closely with the EXCEL and SPRINT SARI Management teams in the delivery of data management for all ECMO registry and trials and the SPRINT SARI Registry. This includes developing data analytic processes (such as data cleaning, curation, and linkage), data presentation, data improvement practices, production of project reports, and assistance with supervision of junior staff. The position provides leadership to the EXCEL and SPRINT SARI program in the delivery of high-level and professional data management services and provides expert advice at both strategic and operational levels. The Database Project Analyst will be working with large volumes of data collected as part of the EXCEL and SPRINT SARI

Registry and the embedded trials. The Database Project Analyst will also have the opportunity to develop their own research project with the available datasets and lead any subsequent publications.

Reporting Line: The position reports to the ANZIC RC Research Manager under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning and implementation of database initiatives supporting the EXCEL and SPRINT SARI registries

2. Work closely and under the direction of the chief investigators to maximise the functionality and output of EXCEL and SPRINT-SARI

3. Data cleaning, analysis and linkage of registry data using R-Packages

4. Manage and plan complex database administration procedures to ensure optimal operating performance while maintaining data integrity and security

5. Manage and undertake actions to investigate and diagnose incidents and problems: ensuring that requests for support are dealt with according to standards; determining fixes, seeking resolution and escalating unresolved issues, facilitating recovery following resolution; ensuring incidents are properly documented and closed; analysing patterns and trends; assisting with the implementation of agreed remedies and preventative measures

6. Assess, analyse, develop, seek approval for complex requests for change including developing implementation plans, undertaking evaluation of risk to the integrity of service environment in proposed implementations, reviewing the effectiveness of change implementation and suggesting improvements to procedures governing change management

7. Provide expert advice and guidance on database administration, adoption of appropriate methods and tools and technical aspects of solution development, contributing to the development of organisational capabilities including development of policies, standards and guidelines

8. Develop and maintain strong partnerships and networks across the team, with senior leaders, decision makers and stakeholder groups to ensure the optimal delivery of system benefits and improvements, aligned with user needs

9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications in data science, data management, information technology or computing, and
   - Experience in health research; or
   - an equivalent combination of relevant experience in medical clinical information systems and/or education/training.

Knowledge and Skills

2. Proven comprehension and capability to use R, including data curation, presentation and analysis

3. Experience managing large datasets and report generation

4. Proficient in REDCap including design, development and implementation

5. Highly-developed planning and organisational skills, with experience establishing priorities and meeting deadlines

6. A strong commitment to leading and delivering excellence in customer service in a technical environment

7. Excellent relationship management including the ability to engage with a broad range of internal and external stakeholders, influence and negotiate at the highest levels

8. Highly-developed analytical skills

9. Excellent interpersonal and communication skills with the ability to provide authoritative advice and effectively translate and present complex concepts and information

10. Demonstrated ability to understand and articulate the needs of users and to meet these in well-designed databases and reporting systems

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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.