

POSITION DESCRIPTION

Position Title:	Lead Data Manager
Organisation Unit:	UQ Centre for Health Services Research
Position Number:	
Type of Employment:	Full time, fixed term for 12 months
Classification:	HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and

biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an [outstanding track-record](#) in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Faculty of Medicine

The University of Queensland's Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost \$300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia's largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia's largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children's Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

UQ Centre for Health Services Research

The UQ Centre for Health Services Research is one of five Research Centres in the Faculty of Medicine. The primary purpose of the Centre is to improve the delivery of health care through research which examines health systems performance and identifies mechanisms to improve access, effectiveness and efficiency. The Centre has research strengths in telehealth, geriatric medicine and aged care, renal medicine, clinical trial design and administration and biostatistics. The Centre engages 20 clinicians and research staff, 27

professional staff and has a large cohort of higher degree research students. The Centre works closely with the other Research Centres in the Faculty of Medicine (UQDI, UQCCR, UQCHRC), the Faculty of Health and Behavioural Sciences and also with Metro South Hospital and Health Services. The Centre is the Australian Coordinating Centre for interRAI and leads international development of its hospital assessment systems related to function and psychosocial problems. It has extensive related data holdings.

The vision of the UQCHSR is to improve health outcomes for patients, with a particular focus on those with chronic disease or frailty, for remote communities and those with other forms of disadvantage or vulnerability. This will be achieved through strong engagement of researchers and practitioners across the translational spectrum, from basic, through clinical and health trials, to implementation, this will enable outcomes such as improved health care services, new clinical products, policies or educational improvements. UQCHSR will be recognized for its strong engagement with the Princess Alexandra Hospital and industry, and outcomes arising from addressing clinically important research questions. It will also have a reputation for the provision of outstanding clinical research training, pre-clinical and clinical research services (e.g. clinical trials design and data analysis), and clinical trial linked service provision.

The UQCHSR is located at the PA Hospital campus in Woolloongabba, South Brisbane, with activities based in the Hospital, the Clinical Research Facility and associated with research activities both nationally and internationally.

The Australasian Kidney Trials Network (AKTN)

The Australasian Kidney Trials Network (AKTN) is a unit of the Faculty of Medicine's Centre for Health Services Research at the University of Queensland, and is located at the Princess Alexandra Hospital campus, Woolloongabba. The AKTN was established in 2004 to deliver high quality clinical trials to improve the health and wellbeing of people with kidney disease. This collaborative research group engages the kidney care community to design, conduct and support clinical trials focussed on improving appropriate patient-centred outcomes. The main functions facilitated by the AKTN are:

- The development of protocols for kidney disease clinical trials
- Coordinating multi-centre clinical trials in Australia and New Zealand
- Providing a comprehensive data management and statistical support service for clinical trials
- Fostering collaborations within the kidney care community, both internationally and locally, including with patients and carers
- Providing educational opportunities for kidney researchers including consumer partners, early and mid career researchers, recruiting site staff and research administration professionals
- Establishing links with similar investigator-led networks in Australia, and internationally, to improve research outcomes.

For further information on the Australasian Kidney Trials Network visit the website at www.aktn.org.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

To perform and oversee clinical trial data management activities in order to provide high quality data that meet project needs and regulatory and quality standards. The position has two direct reports, works closely with the AKTN's Biostatistics and Clinical Operations teams and is a member of the AKTN's Executive Operations Secretariat.

Duties

Duties and responsibilities include, but are not limited to:

- Provide leadership and expertise in clinical data management technologies and practices and define the long-term vision of the clinical data management team
- Direct the data management team's activities to ensure timely, compliant and high quality clinical data deliverables
- Manage comprehensive data quality control and auditing procedures
- Introduce and manage the development and implementation of new data capture technologies and procedures
- Manage data transfer processes and associated agreements
- Develop project-specific data management plans
- Lead and/or participate in committees focussed on data governance
- Lead the development of integrative solutions to manage data collected outside primary electronic data capture systems (wearable devices, smartphones, electronic health/medical records)
- Ensure data practices comply with privacy regulations and ethical requirements and, where appropriate, take responsibility for implementing recommendations for process improvement and refinement
- Develop and maintain Standard Operating Procedures (SOPs) for a variety of data related activities including data capture, transfer of data, confidentiality of data, storage, archiving and access
- Ensure training and compliance of stakeholders to SOPs for data related activities
- Supervise direct reports and provide mentorship in training and developing data management expertise
- Establish and maintain good communication and working relationships with clinical trial project teams
- Present at professional conferences and/or publish articles in professional journals on topics relevant to clinical data management
- Any other duties as reasonably directed by your supervisor

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
 - the [University's Code of Conduct](#)
 - requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
 - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
 - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Chair of the AKTN's Executive Operations Secretariat.

SELECTION CRITERIA

- Postgraduate degree in a scientific discipline, information technology or other relevant field with at least five (5) years relevant experience or an equivalent combination of relevant experience and/or education/training
- Demonstrated leadership and management skills, ideally in a research environment
- Extensive experience building web-based electronic data-capture systems using off-the-shelf database software and the ability to quickly acquire proficiency in new software applications
- At least 5 years hands on experience with programming languages for processing and manipulating data
- Proven ability to evaluate, recommend and implement changes to existing processes for greater efficiencies
- Comprehensive knowledge of Good Clinical Practice (GCP), Good Clinical Data Management Practices (GCDMP) and national and international information privacy and data protection laws and regulations
- Demonstrated high level problem solving, analytical and strategic thinking skills
- High level of personal motivation and initiative with the ability to collaborate effectively within multi-disciplinary research teams

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

You may also be required to engage in confidentiality agreements and/or undergo police checks, as required by collaborating institutions to enable access to confidential information.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

This role is a full-time position. Flexible working arrangements may be negotiated; however, the successful applicant will be expected to be available to work on-site in Brisbane.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.