POSITION DESCRIPTION

Data Manager

Position Level | 7
Faculty/Division | Medicine & Health
Position Number | 00065384
Original document creation | 20/06/2023

Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The Data Manager is responsible for the maintenance and management of electronic databases to facilitate the conduct of HIV observational cohort studies. The position holder will have extensive experience in data management and liaising with multiple stakeholders. The position holder will work predominately with SAS to provide database solutions for observational cohort data collection and study data management for projects conducted by BDP.

The role of Data Manager reports to Professor and has no direct reports

Accountabilities

Specific accountabilities for this role include:

- Maintain and manage the Australian HIV Observational Database (AHOD) cohort study database and other observational cohort study database
- Ensure appropriate processes are in place for the collection of clinical data generated by collaborating clinical sites, ensuring that data quality objectives are met, including resolving data queries with the sites.
- Develop and/or update and maintain standard operating procedures for data management and study databases including user manual of operations
- Produce routine/annual study summary reports— including basic statistical summaries
• Prepare and maintain summary data tables for presentation at international meetings and Australian investigator meetings on a regular basis
• Assist in the preparation of PowerPoint presentations, and preparation of conference documentation
• Work with Statisticians and other staff to specify cohort study database requirements including new study protocols.
• Participate in the development of data analyses plans including liaising with study statisticians, the protocol steering committees and study teams
• Undertake complex statistical analysis programming
• Develop and prepare high quality customised data reports for research outputs (e.g. reports and papers for peer-reviewed journals, conference presentations)
• Lead and develop new approaches to maintaining long-term observational cohort databases
• Plan and prioritise own work in the context of multiple studies and strict deadlines
• Perform other duties as requested by the supervisor.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience
• Graduate biomedical science qualifications, or other medical qualifications including epidemiology, public health or a related area
• Previous experience (> 2 years) in database management in health or related area; and experience integrating a number of complex databases to produce customised reports and data extractions is highly regarded
• Familiarity with programming language such as SQL; and/or experience with SAS statistical package or a desire and ability to quickly learn SAS
• Previous experience in HIV research or other infectious diseases epidemiological studies or clinical trials would be an advantage
• Excellent oral and written communication, and interpersonal skills
• Excellent organisational skills and ability to prioritise own workload and work independently as well as an effective member of a team
• Proven initiative, analytical and problem-solving skills, capacity to meet deadlines and pay close attention to detail
• Demonstrated ability to collaborate effectively with multi-disciplinary colleagues.
• Experience in advanced technical statistical data management and programming skills
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.