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POSITION DESCRIPTION

Senior Data Management Officer

Position Level	Level 7
Faculty/Division	Medicine & Health
Position Number	00104599
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Position Summary

CBDRH in collaboration with clinicians and IT personnel from several Local Health Area Districts in NSW is leading the establishment of two data repositories containing hospital Electronic Medical Record (EMR) data. The aim of these data repositories is to facilitate safe and efficient access to meaningful clinical information for collaborative research. The Senior Data Management Officer will assist with the building, organisation, standardisation and management of these data repositories. The Senior Data Management Officer will work in a supportive multidisciplinary team of clinicians, data scientists and engineers.

The Senior Data Management Officer reports to the Head, Clinical Machine Learning Research Unit and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Assist with day-to-day management of the data repositories, including descriptive analysis, validation, and preparation of data for reporting.
- Develop code using database and statistical analytic software (e.g. SQL Server, R, SAS, STATA, MS Excel) to extract and create report tables for publication, and to automate processes.
- Update and maintain the data dictionaries, including developing data definitions, validation rules and ensuring consistency between repositories.
- Contribute to the development of mapping rules to transform the original data into the standard common data model managed by the Observational Health Data Sciences and Informatics (OHDSI) international organisation.
- Contribute to ideas and solutions for improving data presentations and automation.
- Liaise with data providers regarding timely submission of data, data quality, completeness and ad hoc data issues, and provide routine data support where required Document data submissions and validations in a thorough manner and maintain a detailed log of data updates.
- Contribute to the technical and governance aspects of the data repositories including the development of data governance procedures and processes.

- Assist with the publication process of reports, including the preparation of predefined publication tables, graphs and associated text.
- Prepare both routine and complex data extracts and statistical tables for research studies as advised by the Registry Data Managers.
- Assist with the preparation and submission of ethics amendments and reports.
- Participate in the professional activities of the Clinical Machine Learning Research Unit and, more widely, CBDRH.
- 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

- Undergraduate degree in health information, statistics, epidemiology, public health, combined with previous experience working in the health sector or in clinical audit or equivalent competence gained through any combination of education, training and experience.
- Extensive experience working with hospital electronic medical records, and, in particular, CERNER will be highly regarded.
- Experience managing large health databases including routinely collected data, clinical registries, or clinical trials.
- Experience with data analysis and preparation of reports, with sound analytical, evaluation and/or applied research skills using large datasets.
- Demonstrated knowledge and extensive experience in statistical and/or database analysis applications (e.g. SQL Server, R, SAS, SPSS, STATA). Experience in programming automated processes will be highly regarded.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- 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.