### POSITION DESCRIPTION

**Data Management Officer**

<table>
<thead>
<tr>
<th>Position Level</th>
<th>6</th>
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<tbody>
<tr>
<td>Faculty/Division</td>
<td>Medicine</td>
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<tr>
<td>Position Number</td>
<td>ADMIN ONLY</td>
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<td>Original document creation</td>
<td>July 2018</td>
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</tbody>
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**Position Summary**

The Data Management Officer provides operational support and data management across a number of retrospective cohort studies based on linked, administrative health and social data being undertaken at the National Drug and Alcohol Research Centre (NDARC). These include, for example, studies examining the long-term outcomes of people with drug and alcohol problems, and those prescribed opioids for the treatment of pain. Working across multiple projects, a part of this role will be the co-ordination and development of integrated systems to support the data linkage research program at NDARC.

The role of Data Management Officer reports to the Senior Research Fellow and has no direct reports.

**Accountabilities**

Specific accountabilities for this role include:

- Manage data according to best practices, including liaison, correspondence, and reporting with ethics committees and data custodians, data checking and quality control, development of analytical protocols, management of electronic files and records, and archiving.
- Perform administrative and operational tasks associated with data linkage research projects.
- Undertake and support the implementation of statistical analyses under the guidance of project investigators.
- Co-ordinate academic and operational meetings, including preparing and presenting progress reports as requested.
- Contribute to research publications and presentations, including peer-reviewed journal articles.
• Contribute to the development of data linkage protocols, research ethics applications and funding applications.
• Undertake continuing professional development activities in epidemiology/biostatistics/health services research.
• Ensure that all data are acquired, stored and distributed in accordance with ethical and governance frameworks.
• 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 public health, epidemiology, biostatistics, health sciences, psychology, or related discipline
• Experience in data and project management, preferably in relation to linked administrative health data
• Demonstrated skills in biostatistical analysis and experience using SAS and Stata statistical software; experience with additional statistical software packages is highly regarded
• Excellent skills in Microsoft Word and Excel, including formatting documents, data management in Excel and preparing charts and graphs using statistical software.
• Experience in preparing research protocols and ethics applications
• Excellent written and verbal communication skills
• Demonstrated ability to work independently and as part of a larger team
• Demonstrated ability to liaise with and build relationships with external stakeholders
• 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.