POSITION DESCRIPTION

Data Management Officer

<table>
<thead>
<tr>
<th>Position Level</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Division</td>
<td>Medicine</td>
</tr>
<tr>
<td>Position Number</td>
<td>ADMIN ONLY</td>
</tr>
<tr>
<td>Original document creation</td>
<td>02/06/ 2021</td>
</tr>
</tbody>
</table>

Position Summary

The Data Management Officer will assist with the management of two perinatal clinical quality registries managed by NPESU; the Australian and New Zealand Neonatal Network (ANZNN) and the Australian and New Zealand Assisted Reproductive Technology Database (ANZARD). ANZNN Clinical Registry is used to monitor the care of high risk newborn infants admitted to neonatal intensive care units across Australia and New Zealand, and includes sub-registries collecting detailed surgical data and long term outcomes of infants at 2-3 years of age. ANZARD collects treatment and pregnancy information on the 90,000 IVF treatment cycles performed across all fertility clinics operating in Australia and New Zealand. Both Registries are used extensively for national and international benchmarking, research, consumer education, and for informing clinical practice and health policy.

The Data Management Officer with work within a supportive team of approximately 8 data managers, biostatisticians and health information managers. The person will report to the ANZNN Operations Manager and the ANZARD Clinical Registry Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Assist with day-to-day management of the clinical quality registry database, including descriptive analysis, validation and preparation of data for reporting.
- Develop code using database and statistical analytic software (eg. SQL Server, R, SAS, STATA, MS Excel) to extract and create report tables for publication, and to automate processes.
- 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 registries 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.

• Maintain the data dictionaries and the data submission portal, including developing data definitions, validation rules and ensuring consistency between registries.

• 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 NPESU and CBDRH

• Other relevant duties as directed by the Clinical Registry Data Managers and the Director of the NPESU

• 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.

• Extensive experience managing large health databases and managing large clinical registries or large clinical trials will be highly regarded.

• 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 (eg. SQL Server, R, SAS, SPSS, STATA). Experience in programming automated processes will be highly regarded.

• High level of organisational skills, with the ability to prioritise workloads and meet deadlines while maintaining a high level of attention to detail.

• 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

**Pre-employment checks required for this position**

• Verification of qualifications

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.