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## POSITION DESCRIPTION

# Data Assistant

Faculty/Division	Medicine & Health
Classification Level	Professional 5
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00203582
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	24 September 2024

### 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.

A **Data Assistant** is responsible for the effective support and assistance of research projects in the fields of viral hepatitis and health of people who use drugs. This includes the provision of data assistance and support primarily for The National Australian Hepatitis C Point-of-Care Program. This is a program funded by the Commonwealth Department of Health to establish a National Australian Hepatitis C Point-of-Care Testing Program, consisting of a network of sites to scale up point-of-care HCV testing in settings providing services to people at high risk of acquiring HCV infection.

The role of Data Assistant reports to a Systems Manager and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Collaborate with study site staff to ensure high-quality clinical data entry and cleaning, offering training and guidance in data entry and database use.

- Perform regular data cleaning and checks and manage the resolution of data queries in consultation with data officers, clinical project coordinator and participating site personnel.
- Develop and update procedures, tools and resources which complement the procedures to govern data cleaning,
- Ensure data handling and record keeping is compliant with the International Council for Harmonisation's Good Clinical Practice Guidelines.
- Train and onboard site users in Redcap data entry user setup.
- Assist the data officers with creation of data and reports in data systems such as REDCap.
- Actively participate in relevant activities and attend staff meetings, as required.
- Provide support to other activities of the Viral Hepatitis Clinical Research Program as required.
- 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 psychosocial or physical health and safety of yourself or others.

## **Skills and Experience**

- Graduate biomedical science qualifications, computer or other medical qualifications including Nursing with relevant experience in the conduct of clinical research.
- Demonstrated experience in data management, data cleaning and data query resolution.
- Excellent computer skills with Microsoft Office with a proven aptitude for learning new software packages.
- Excellent time management skills, with an ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Excellent written and verbal communication skills, with a high level of attention to detail.
- 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 & safety (psychosocial and physical) 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.