Department of Clinical Pathology,
Centre for Cancer Research
Faculty of Medicine, Dentistry and Health Sciences

Data Manager – Colorectal Cancer Genomics

POSITION NO	0045814
CLASSIFICATION	HEW 6
WORK FOCUS CATEGORY	Research Focused
SALARY	$79,910 - $86,499 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time, 0.4 FTE
BASIS OF EMPLOYMENT	Fixed-term for 1 year – possibility of extending thereafter Fixed term Contract Type: Externally funded
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Associate Professor Daniel Buchanan Tel +61 3 8559 7004 Email daniel.buchanan@unimelb.edu.au *Please do not send your application to this contact*

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about.unimelb.edu.au/careers

Date Created: 23/05/2018

Position Summary

The Colorectal Oncogenomics Group within the Department of Clinical Pathology in the University of Melbourne's Centre for Cancer Research is looking for a Data Manager to support the colorectal cancer research projects. This position requires the incumbent to have demonstrated experience with database management.

The Colorectal Oncogenomics Group research program focuses on the determination of the underlying aetiology of colorectal cancer through the integration of genomic, epigenetic, histopathological, epidemiological and clinical data so that greater steps can be made towards the early detection and prevention of this disease, including for the subset of colorectal cancer that comprises the hereditary colorectal cancer and polyposis syndromes. The Data Manager will design, develop and maintain an integrated database that covers the group's biorepository and research activities. You will develop data entry, data cleaning, data formatting and data extraction processes. You will apply these processes to internally generated and externally supplied datasets. You will liaise with the group members to resolve data inconsistences and questions. You will be required to use a variety of database and data analysis applications and understand how these interact. You will work closely with members of the group, as well as investigators from national and international collaborating institutions.

You will need to ensure that work is conducted with attention to detail within the predetermined study protocols. You will be required to report progress of the study on a regular basis.

This position reports to Associate Professor Daniel Buchanan, Head of the Colorectal Oncogenomics Group.

1. Key Responsibilities

- Develop and maintain database systems for cancer research including biospecimen, family data on cancer and genetic testing.

- Perform data cleaning and resolve inconsistencies with the staff.

- Ensure the validity and integrity of research data including: generate range and consistency checks on data items; linking databases; maintain the security of the data; upgrade, when needed, database applications to reflect changes in users' and the studies' needs; develop user-friendly screens and procedures for data entry; run complex reports and queries.

- Maintain and perform modifications to database systems (e.g. creating tables, queries, security, data entry screens, reports) using Microsoft Access and SQL Server.

- Extracting datasets, formatted for analysis, to be used by researchers both within and external to the Centre.

- Design, develop and generate letters of request for tissue samples to the pathology services across Australia to access tissue blocks and slides from study participants.

- Present the progress of the database to co-workers and at meetings as required.

- Maintaining privacy, confidentiality and security of all data.

- Other tasks and duties commensurate with the level of appointment as required.

- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

- Co-ordinate work efforts with laboratory staff and with laboratory database for accurate and timely data generation, collation, entry and retrieval.

- Participate in research independently and as a member of research teams both within the UMCCR and external collaborators

- Contribute to the co-production of conference and seminar papers and publications

- Participate in weekly laboratory meeting, including work summary presentations as required

- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity

2. Selection Criteria

2.1 ESSENTIAL

- Completion of a degree in epidemiology, science/biomedical science, data management or a public health related disciplines with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training

- Demonstrated experience conducting data management tasks including quality assurance activities, data checking and cleaning of small and large-scale datasets, data manipulation and extraction, and the preparation and management of metadata documentation.

- Demonstrated experience in Microsoft Access as well as querying, formatting and extracting data.

- Working knowledge of ethics, confidentiality, security and privacy as they relate to epidemiological research data.

- Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines across multiple projects.

- Sound written and verbal communication skills, including the ability to communicate with a range of stakeholders from policy and research environments, as well as the ability to write user manuals and protocols.

- Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement

- Demonstrated ability to work as part of a team or independently as necessary and be self-motivated to consistently produce the best possible results in a timely manner.

- Evidence of ability to meet deadlines while producing high quality work.

- Excellent project management and organization skills

2.2 DESIRABLE

- Previous experience with cancer and/or research databases.

- Previous experience in Microsoft SQL Server programming.

- Proficiency in the use of the statistical package STATA.

- Previous work experience on colorectal cancer related molecular projects.

- Understanding of family data and transmission of genetic mutations from generation to generation.

2.3 SPECIAL REQUIREMENTS

▶ Nil

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF CLINICAL PATHOLOGY

The newly formed Department of Clinical Pathology is one of the departments within the Melbourne Medical School in the Faculty of Medicine, Dentistry and Health Sciences. With its research focus being on cancer, it is located within the Victorian Comprehensive Cancer Centre, and it has strong associations with the University of Melbourne teaching hospitals and research institutions. For further information:

Department of Clinical Pathology: https://medicine.unimelb.edu.au/school-structure/clinical-pathology

Melbourne Medical School: https://medicine.unimelb.edu.au

Victorian Comprehensive Cancer Centre: https://www.victorianccc.org.au

5.2 THE UNIVERSITY OF MELBOURNE CENTRE FOR CANCER RESEARCH

The newly formed UMCCR will be responsible for supporting a program of cancer research and education activities across the University of Melbourne in addition to managing University of Melbourne cancer research located in the VCCC facility. The UMCCR will bring together leading researchers, strengthening research capacity and enabling the interdisciplinary collaboration required to understand the complex and intersecting factors that underpin cancer research.

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of $630 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

5.5   GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. http://research.unimelb.edu.au/our-research/research-at-melbourne

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

> Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

> Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

> Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance

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