# SENIOR DATA OFFICER

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| **DEPARTMENT/UNIT** | Transfusion Research Unit |
| **FACULTY/DIVISION** | Faculty of Medicine Nursing and Health Sciences |
| **CLASSIFICATION** | HEW Level 7 |
| **DESIGNATED CAMPUS OR LOCATION** | 553 St Kilda Road |

## ORGANISATIONAL CONTEXT

At Monash, work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy. Our Faculty offers the most comprehensive suite of professional health training in Victoria.

We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.  In 2022, our Nursing and Midwifery climbed to the rank of 14th in the world and 1st in Victoria in the QS World University Rankings.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both

discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life.

Contributing to the global health care agenda, the Faculty aspires to lead in all areas of its research and education activity, collaborating to influence local, national and international policy to improve health and social outcomes, and reduce health inequity.

We've made a major impact in the world of medical research and are globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit [www.monash.edu/medicine](http://www.monash.edu/medicine).

The **School of Public Health and Preventive Medicine** is committed to our vision of Health and wellbeing for all people and communities. We are one of the largest schools of public health in the Asia Pacific region. Through generating and synthesising impactful evidence, supporting the strengthening of our health systems and informing and transforming policy and practice, we can help overcome the health challenges being faced across Australia and more broadly. We have skills, knowledge and excellence across a range of disciplines including epidemiology, research methodology, biostatistics, research ethics, governance, clinical trials, clinical quality registries, qualitative research, evidence synthesis, implementation science, health economics, genomics, forensic science, health systems, services and policy, and clinical practice. This provides a strong foundation upon which we can inform, support and sustain equitable improvements in health for individuals and communities. The School is part of the Faculty of Medicine, Nursing and Health Sciences centred at the Alfred Hospital Campus with satellite units and partners embedded across other major Monash affiliated hospitals, research institutes and public health organisations.

The **Transfusion Research Unit** (TRU) is internationally recognised for its research and educational activities. We are focussed on improving blood transfusion support for patients with major and/or complex transfusion needs, and in a range of blood disorders, including blood cancers and bone marrow failure syndromes. We provide data that inform health care policy and practice, and contribute to high-quality patient care, improved clinical outcomes and better stewardship of precious resources. TRU manages the NHMRC Blood Synergy program – an international research collaboration to address evidence gaps in patient blood management (focussing on major haemorrhage, critical care and blood cancers) and immunoglobulin use. The Monash-led Synergy application was the highest-ranked application in the first year of this new grant scheme, and was honoured with the Fiona Stanley Award at the NHMRC Research Excellence Awards in March 2020.Further information can be found at: [https://www.monash.edu/medicine/sphpm/units/transfusionresearch](https://www.monash.edu/medicine/sphpm/units/transfusionresearch) and [https://bloodsynergy.org](https://bloodsynergy.org)

## POSITION PURPOSE

The Senior Data Officer will work closely with the Data Manager, TRU staff researchers and stakeholders and provide accurate and quality data services for registries and clinical trials. They will be a key resource for research staff, providing expert advice, data management, linking, analysis and reporting. The Senior Data Officer will have a thorough knowledge of policies and procedures relating to information handling, privacy and ethics, adhering to strict protocols.

The Senior Data Officer is a subject matter expert and provides specialist advice to clients, stakeholders and colleagues and delivers efficient research services in accordance with research protocols and standards.

**Reporting Line:** The position reports to Data Manager

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

# KEY RESPONSIBILITIES

1. Plan, implement and deliver a range of research and administrative tasks including data management and analysis in support of registry objectives, and preparing reports in accordance with established research objectives, timeframes and protocols

2. Support the Data Manager by effectively managing confidential and sensitive data and documents pertaining to registries;

3. Conduct high quality data analysis in support of registry objectives

4. Prepare reports and other documentation for research leaders, committees, funding bodies and other relevant stakeholders. Contribute to communication with all sites on a regular basis to ensure timely provision of data

5. Provide advice and attend to queries from internal and external parties involved in registries and trials

6. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives

7. Contribute to the writing of research papers and other materials for presentations.

8. Keep abreast of developments, activities and protocols in relevant research areas through liaison with staff and peers, reading relevant literature and attending meetings and seminars, workshops and conferences

# KEY SELECTION CRITERIA

**Education/Qualifications**

1. A relevant degree from a recognised university with at least three years subsequent relevant work experience or an equivalent combination of experience, education and training.

**Knowledge and Skills**

2. Excellent written, oral and interpersonal skills including the ability to deal tactfully with people from a diverse range of backgrounds and support key stakeholder relationships

3. Highly competent research, analytical and problem-solving skills including a demonstrated capacity to produce clear, succinct reports and documents and take responsibility for a broad range of activities and functions

4. High-level analytical, technical, data analysis and research skills and a demonstrated capacity to develop and implement effective technical and research processes and systems

5. Demonstrated ability to plan, organise and achieve work targets, and to report at regular intervals on outcomes relative to milestones, including the ability to work flexibly to meet project timelines and operate in accordance with Monash University requirements

6. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and human research ethics principles as required

7. Well-developed computer literacy and proficiency in the production of high-level work using Microsoft Office applications and demonstrated experience using statistical software packages Stata and R. Demonstrated experience working with databases such as SQL.

## OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.