**Position Title** Data Management Officer

**Classification** Level 6

**School/Division** Population Health Research Network (PHRN)

**Centre/Section** Research Infrastructure Centres

**Supervisor Title** Senior Specialist, Science and Partnerships

**Supervisor Position Number** 319171

**Position Number** 322502

## Your work area

The Population Health Research Network (PHRN) is an internationally significant research infrastructure program that is developing and operating Australia's first national data linkage network. The University of Western Australia is the lead agent for PHRN. Established with the backing of the Australian Government as part of the National Collaborative Research Infrastructure Strategy and supported by Australian governments and tertiary institutions, the PHRN has built a network that enables existing health data from around the nation to be brought together and made available for vital health and health related research purposes. This research allows health care planners, providers and policy makers to respond more effectively to the changing needs of the Australian population.

## Reporting structure

Reports to: Senior Specialist, Science and Partnerships

## Your role

Under broad direction, you will play a crucial role in the ongoing maintenance and expansion of the PHRN metadata platform. You will ensure the platform meets the needs of new sectors and explore innovative methods to optimise ongoing updates and reporting. You will also draft submissions, reports and other publications to promote the PHRN Metadata Platform nationally. Most of the activities of your role will be external to the University.

## Your key responsibilities

Maintain and oversee the PHRN Metadata Platform.

Plan and coordinate metadata enhancement, quality control and remediation to address better discovery for researchers and contribute to strategic assessment of metadata quality.

Support the addition of new data collections to meet the identified needs of Australian researchers.

Develop and maintain comprehensive documentation for metadata processes and standards.

Conduct research and maintain an awareness of state, national and international trends and issues in relation to metadata and information classification methodologies and take a proactive approach to identify and respond to emerging best practice.

Perform the duties as directed.

## Your specific work capabilities (selection criteria)

Relevant tertiary qualification in information technology, data science, health informatics, or a related field.

Relevant experience working in a research environment, particularly in roles related to data management or information systems.

Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Strong liaison, interpersonal, and communication skills, with the ability to build relationships across a range of professional and disciplinary areas.

Familiarity with metadata standards and practices, particularly in the context of health research data is desirable.

## Special requirements (selection criteria)

There are no special requirements.

## Compliance

Ensure you are aware of and comply with legislation and University policies.

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