POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Data Manager – Parental Leave Cover (EFT 0.8-1.0)
Position Number	
Classification	Leave A RO1 – RO3 ($82k-$88k per annum)
Location	85 Commercial Road Melbourne
Effective Date	October 2019

Purpose:

The Data Manager is responsible for providing research support to several Public Health projects within the institute. This position will support and facilitate research outcomes by developing, maintaining and improving the electronic data systems and processes within our research and data governance. The role requires the capability and extensive understanding of data management to advise and provide support to researchers, enabling clinical research data to be collected, managed and reported clearly, accurately and securely.

Supervision Reporting Relationships:

This positions' supervisor/manager	Carol El-Hayek and Mark Stoové
Other positions reporting to this position	none

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

	Key Responsibility Areas	
1.	Design, build and maintain databases	Work closely with researchers to design, build and maintain databases to enable the management of research data
2.	Curate datasets	Writing code using Stata (or another programming language) to curate datasets for research and reporting purposes
3.	Establish protocols	Work within established standards and applicable protocols as well as develop these where necessary
4.	Advise and support Electronic Data Capture tools	Provide advice and practical support to researchers in the use of Electronic Data Capture (EDC) tools, including REDCap
5.	Develop documentation	Develop end-user documentation for databases used by researchers
6.	Interface with IT	Contribute to the development of data related infrastructure and resources in the Institute, as they relate to the activities of Public Health
7.	Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees
8.	Training	Responsible for completing all required training in line with the position / role.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications	Essential/ Preferable
Degree in information systems, computing or science or other equivalent studies	Essential

	Experience / Knowledge / Attributes	
1.	Excellent interpersonal and communication skills including the ability to engage professionally with stakeholders	Essential
2.	Excellent organisational and time management skills, including being able to manage multiple activities simultaneously in support of various projects	Essential
3.	Capacity to work well under minimal supervision	Essential
4.	Demonstrated ability to advise project teams and key stakeholders on data management and data reporting	Essential
5.	Experience with health related data	Essential
6.	Experience with relational databases and SQL	Essential
7.	Experience in using STATA or other programming languages (R, Python)	Essential
8.	Experience with EDC tools, such as REDCap	Preferable

Other Requirements

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and/or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact:	
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