

POSITION DESCRIPTION

Research Data Manager

POSITION NUMBER	New
RESEARCH UNIT	Research Support
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time/part time (0.8) Maximum term contract (dependent on external funding) for 12 months
REPORTS TO	Research Technology Manager
BASE SALARY	Salary commensurate with experience \$84,970 - \$93,756 per annum pro rata
SUPERANNUATION	Employer contribution of 9.5%
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Visit www.cera.org.au and apply via our <i>Study and Careers</i> page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: cera-hr@unimelb.edu.au <i>Please DO NOT send your application to this email address</i>

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au

Position Summary

This position will work with:

1. researchers to develop, maintain and improve the Centre for Eye Research's (CERA) electronic data systems and processes.
2. research governance and biostatisticians to standardise CERA's data management processes.

We are seeking an analytical professional who has 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.

Key Responsibilities

1. Work closely with researchers to design, build and maintain databases to enable the management and storage of research data, as per established standards and applicable protocols.
2. Provide end user support for OpenEyes, CERA's electronic medical record system and REDCap, Electronic Data Capture (EDC) platform.
3. Build researcher understanding of the collection, management and storage of research data and platforms by providing training to staff and students.
4. Perform audits to ensure accuracy, completeness, and security of research data, including proper usage of EDC platforms.
5. Develop end-user documentation for databases used by researchers.
6. Curate and maintain central repository of standardised Case Report Forms (CRFs).
7. Assist the Research Technology Manager with development and maintenance of organisational Standard Operating Principles (SOPs) and guidelines for data management, monitoring and reporting activities as required.
8. Maintain awareness of industry developments, including advances in technology and legislative/compliance frameworks such as the Australian Code for the Responsible Conduct of Research and Good Clinical Practice (GCP) principles.
9. Build collaborative and productive working relationships with researchers and staff within research support.

Selection Criteria

ESSENTIAL

1. Proven capability and understanding of data management ideally gained in a research or medical environment.
2. Implementation experience and support of electronic data management systems and an in-depth knowledge of data structures.
3. Demonstrated ability to advise project teams and key stakeholders on data management and data reporting.
4. Strong analytical skills to prepare qualitative and quantitative data.
5. Strong planning and organisational skills with the ability to work independently while coordinating multiple activities simultaneously in support of various projects.
6. Excellent communication skills, both written and oral.

7. A bachelor's degree in an area such as computing or science or other equivalent studies.

DESIRABLE

8. Clinical background and/or skills and experience in the health sector.
9. Understanding of Ophthalmology.
10. Interest in bioinformatics.

Job complexity, skills, and knowledge

Level of supervision/independence

Reporting to Research Technology Manager, independence, initiative, and ability to work as part of a group but also autonomously with minimal supervision is expected. The incumbent needs to be highly organised and motivated with developed communication and liaison skills along with an ability to plan, prepare and present work of a high professional standard.

The role requires a close working relationship with researchers and clinicians.

Problem solving and judgement

The incumbent must be able to perform a variety of tasks, prioritise work in a busy environment and reprioritise assignments, often at short notice. In addition, they must be able to co-ordinate and work with a range of people to ensure tasks are completed on time and to a high standard of excellence. There will be a need to prioritise numerous competing demands by parties needing the limited data management resource.

They will demonstrate excellent interpersonal skills, tact, discretion, and independent decision making. The incumbent must be a self-reliant, innovative problem solver able to develop and create new ways to solve problems that arise in the data management systems.

Professional and organisational knowledge

The incumbent will identify procedural improvements and streamlining initiatives for data management. They will need to familiarise themselves with CERA and University of Melbourne's policies and standard operating procedures.

Special requirements and other information

1. Occasional availability outside normal working hours for events and networking functions will be required.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
4. You may be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations both in East Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at the Eye and Ear on the Park hospital. We have around 130 staff and students working across our two sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical, and responsible research is our priority.
- **Unity** – We support and respect each other; celebrate our diversity and we pitch in when it is needed. In our work, keeping each other safe is always top of mind.
- **Agility** – We research with ambition, tenacity, innovation, and creativity. We are nimble and responsive in our pursuit of excellence.
- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors, and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.