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<b>Position Title:</b>	Genomic Data Officer
<b>Salary Range:</b>	Professional & Administrative Salaries - Steps 8-9
<b>Reporting Manager:</b>	Head of Clinical Bioinformatics
<b>Direct Reports:</b>	None
<b>Home Group:</b>	Clinical Bioinformatics

### Who are we?

Victorian Clinical Genetics Services (VCGS) is a not-for-profit subsidiary of the Murdoch Children's Research Institute [www.mcric.edu.au](http://www.mcric.edu.au) and provides a wholly integrated genetic testing, diagnostic and counselling service for health professionals, patients and their families across Victoria, Australia and globally. Our clinical geneticists and genetic counsellors work in close consultation with our medical scientists to provide the most accurate interpretation for complex genetic tests. VCGS also plays a pivotal role in research and development, driving translational research and policy development in the field of genetics.

### What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

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### Position Overview

The Data Officer will assume responsibility for oversight of secondary use of genomic data at VCGS from both an operational and policy perspective. Holistically spanning technical aspects as well as data governance, ethics, provenance, consent and data integrity, this critical role will ensure that data use is conducted in a manner that meets regulatory and legal requirements, respects, supports and protects patients, while broadly maximising benefit from genomic data availability and use. You will exercise your technical skills through your active role in overseeing and facilitating data sharing transactions including guiding development of internal and external facing infrastructure to automate these processes. You will also play a higher level role in developing data sharing policy and strategy, both within VCGS and more broadly within Australia through participation in ongoing consultation on national and state policy and infrastructure discussions. Key stakeholders will include rare disease researchers at the Murdoch Children's Research Institute, staff within partner alliances such as the Melbourne Genomics Health Alliance and the Australian Genomics Health Alliance.

This position offers the right individual an opportunity to become deeply immersed in some of the most critical issues confronting modern genomics and play a highly valuable role to serve patients by enabling optimal outcomes from clinical data sharing and genomic research.

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## Key Accountabilities

- Understanding technical, clinical, legal and governance elements of genomic data sharing, and ensure compliance.
- Overseeing execution of data sharing transactions, ensuring the overall process executes in a smooth and timely manner
- Assist data requestors to understand and meet requirements for data release and transfer.
- Consulting with internal and external stakeholders to identify and manage risks that could result from specific data sharing transactions
- Through consultation, identify and propose future improvements to data sharing processes and infrastructure
- Reviewing policy and process documents to advise on improvements
- Ensuring data sharing is conducted in accordance with regulatory and clinical governance requirements
- In collaboration with technical teams, guide development of infrastructure to facilitate data sharing

## Contribution to VCGS

- Contributing to the culture of the group through attendance at meetings associated with the work.
- Fostering a collaborative link between VCGS and relevant research partners within MCRI to further VCGS in achieving its purpose as a translational partner of MCRI.

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## Selection Criteria

### Essential

- Understanding of core concepts relating to genomic technologies and genomic sequencing data.
- Experience in dealing with human research ethics and consent, including familiarity with relevant standards and legal frameworks.
- Familiarity with essential concepts of network /data integrity and security.
- Excellent interpersonal skills and strong written and spoken communication skills.
- Technical skills relevant to data management including.
  - ability to manage data using computational approaches (eg: scripting or use of data analysis tools / languages).
  - demonstrated ability to manipulate data using common office software (Excel, etc), understanding common pitfalls.
  - ability to functionally manage data files (eg: using command line tools, transferring files using common mechanisms such as SFTP or AWS / Google cloud commands).
- Empathetic nature including ability to represent patient and requestor viewpoint with respect to sharing of their data to third parties.

### Desirable

- Background (research or clinical) in dealing with rare disease.
- Experience or knowledge with common databases used for managing research metadata (eg: RedCap) and associated ontologies (eg: HPO).
- Experience in one of more data analysis and/or scripting languages (R, Python, Bash, Scala, Groovy or similar).
- Direct experience in working with genomic sequencing data.
- Familiarity with specific technical standards and legal frameworks relevant to genomic data sharing (for example, NHMRC guidelines on human ethics, or NPAAC standards).

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## Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards.
- The right to reside and work in Australia and you meeting any applicable visa conditions.

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## Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community.
- Employees conducting duties on behalf of VCGS are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role.
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy.
- Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.

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*As VCGS evolves to meet its changing strategic & operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.*