BACKGROUND:
Baker IDI Heart and Diabetes Institute was established in 2008 following the merger of the Baker Heart Research Institute and the International Diabetes Institute. Baker IDI is the nation’s first multi-disciplinary organisation tackling the deadly trio of obesity, diabetes and cardiovascular disease through research, education and patient care.

The Epidemiology Department of the Baker IDI Heart and Diabetes Institute conducts a wide range of research programs, and in 1999 commenced a large longitudinal study known as the Australian Diabetes, Obesity and Lifestyle (AusDiab) study, which included over 11,000 adults from around the country.

In 2004/05, a five year follow-up of the AusDiab participants was undertaken, and in 2011 a further follow-up of these participants commenced and will continue until mid 2012. The Epidemiology Department is also involved in a range of other population-based studies focused on diabetes and cardiovascular disease, and on the relationship between sedentary behaviour and physical activity and chronic diseases such as diabetes, obesity and cardiovascular disease.

POSITION OBJECTIVES:
Data management of longitudinal research studies involves a diverse range of skills. The data manager will need to work with epidemiologists, the project manager and field staff in organising and overseeing data collection. The field work is being undertaken at a series of temporary sites all round the country (typically, two sites would be running at one time) and managing the data collection from these sites will be the main focus of this position. Data are collected through questionnaires, physical measurements (e.g. height and weight) and blood and urine tests (results sent electronically from a pathology lab). Data collection is based on direct entry of survey data onto netbooks with daily uploading of data to the server. The major data management tasks are:

- Managing data entry processes for large epidemiological field surveys. The Data Manager will manage and troubleshoot: data entry forms; systems for checking the accuracy of data collected on each participant, before the participant has left the field site; a registration system to log the arrival of participants at the field site and their exit when all data are collected; a labelling system for pathology samples that integrates study ID numbers with pathology company ID numbers. The Data Manager will also have a role in training field staff in the use of all these systems. The Data Manager will collate SQL databases into a Master Data Source.
- Managing the daily flow of information on study appointments and data collection between field sites and the study centre.
- Supervising checking and cleaning of raw data to identify errors. Data entry will predominantly be done at field sites, and by administrative staff at the study centre, but the Data Manager may need to assist with these tasks at times.
- Managing mass mail-outs to study participants.
- The data manager will ensure that security of all data is maintained and confidentiality of participants is protected.
- Managing existing data dictionaries from completed studies and creation of data dictionaries for new studies. This will include updating and checking stored information related to epidemiology studies, updating datasets as required and maintenance of these in the data dictionary, as well as maintaining a record of data and variable updates (version control).
- Managing requests for data from external third parties – including liaising with internal staff and external collaborators to provide data in a timely and appropriate manner and maintenance of a database detailing the status of such external data requests.
- The Data Manager will be expected to provide general IT support to the rest of the team.
- The Data Manager manages and administers the Participant Details database, an MS Access file used to store contact details for participants. This is also the database used to generate and record appointments.
KEY JOB REQUIREMENTS, RESPONSIBILITIES & DUTIES:

- Data management of new and existing epidemiology studies from the Baker IDI Epidemiology and Clinical Diabetes department, including the baseline and follow-up AusDiab datasets and other projects. Tasks to include designing, building and maintaining data capture, data entry and data storage systems; receiving and managing data from various external and internal collaborators and ensuring that data storage is logical and simple for use by research scientists.
- Assist with the training of field site staff in data entry.
- Responsibility for all data related aspects of the mail-out of invitation and results letters to participants and doctors involved in active epidemiology surveys (including the AusDiab follow-up survey).
- Perform data related tasks involved with the ongoing maintenance of participant databases (including tracking of participants, updating participant’s status, design and construction of email based data tracking systems).
- Being responsible for the management and accuracy of the data dictionary database for existing studies, and the creation of new data dictionaries for new studies.
- Being responsible for the dissemination of databases to research collaborators who have been granted access to the data.
- Routine linkage of the AusDiab data set with the National Death Index, Electoral Commission.
- Ongoing development of skills relating to above duties.

NATURE OF ENVIRONMENT:
Deadline driven; tight schedules.

SUPERVISORY RESPONSIBILITIES:
- General direction of more complex tasks and may supervise teams of small to medium size
- Subject matter expert within area of expertise/knowledge
- Provide guidance relating to subject area to other groups
- Cross campus responsibility
- Lead a team which is distributed across a number of locations

TRAVEL REQUIREMENTS:
Not required.

MEET STATUTORY REQUIREMENTS OF THE COMPANY:
Maintain up to date and accurate knowledge in:
- OH&S legislation
- EEO Legislation
- Privacy Legislation
- Confidential Information Policy
- Baker Medical Research Institute Code of Conduct
- Australian Code for the Responsible Conduct of Research
- Baker IDI Intellectual Property Agreement

PROBLEM SOLVING COMPLEXITY:
- Solve problems through the standard application of theoretical principles and techniques
- Apply technical training and experience to solve problems
- Apply training and knowledge to solve non-standard problems
- Identify appropriate opportunities for innovation
- Proactive in supporting change

REQUIREMENTS OF POSITION HOLDER

EDUCATION LEVEL:
- Degree in an information technology, health information management or scientific discipline or an equivalent combination of relevant experience and education / training.
EXPERIENCE:
- Previous experience in quantitative research environment desirable.

ORGANISATIONAL KNOWLEDGE:
- Perform tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques as well as those which are directly related. Understand how own area interacts with other related functions and take appropriate actions as a result. Undertake reviews, risk assessments, quality initiatives or other like activity within specific areas of expertise.

COMMUNICATION/INTERPERSONAL SKILLS:
- Demonstrated excellent written and verbal communication skills.
- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to Baker IDI.
- Demonstrated ability to participate positively in a team.

KNOWLEDGE:
- Knowledge of database languages, such as SQL, is essential
- Knowledge of Visual Studio platform, in particular asp.net and C#
- Knowledge of statistical packages (eg Statistical Package for Social Sciences - SPSS) and basic statistical analyses preferable.
- Good understanding of the importance of research methods and data processing/management.

ABILITIES:
- Excellent database computing skills, including a high level of competency in the use of Microsoft Access (including the creation of databases, queries, forms etc.), Excel and Word.
- Excellent organisational skills; attention to detail and a focus on quality and innovation.
- The ability to prioritise work, exercise initiative and work with minimal direction.
- The ability to work independently and collaboratively with colleagues, including research scientists.

SUMMARY OF POSITION:
This is an experienced Research Data Manager position working closely with Epidemiologists, the Project Manager and Field Staff in organising and overseeing data collection through questionnaires, physical measurement and blood and urine test results. Data collection is based on direct entry of survey data onto netbooks with daily uploading of data to the server.

Last updated 26 September 2011