Position Description

POSITION TITLE: Data Manager

LOCATION: SAHMRI North Terrace

REPORTS TO: Director, Registry of Senior Australians

DEPARTMENT: Registry of Senior Australians

PURPOSE AND SCOPE OF THE POSITION

The Registry of Senior Australians (ROSA), established in 2017, was designed to monitor the health, service utilisation, medication use, mortality, and other health specific outcomes of people receiving aged care services. ROSA's efficient model leverages existing information, bringing together diverse datasets collected by different organisations throughout the country, to provide us with a whole picture of the ageing pathway. ROSA produces evidence to guide decision-making for quality, coordinated, efficient, innovative and age-friendly services and practices.

ROSA is funded by the Australian Government Medical Research Future Fund and its collaborating partners (SAHMRI, ECH Inc, Silver Chain, Bolton Clarke). ROSA is coordinated under the auspice of SA's prestigious, NHMRC-awarded, Health Translation SA.

For more information visit www.rosarsearch.org

The purpose of this position is to support the ROSA Director and research team in conducting high quality research with a focus on health and health services for older people in support of ROSA's core goals.

Reporting to the Director, this position will work closely with the Director to support ROSA's daily data management requirements, data infrastructure management and enhancement, analytical file preparation, reporting, and data support for ROSA team.

The role will interact with ROSA research team, SAHMRI staff, data custodians and data integrating authorities (e.g. Australian Institute of Health and Welfare, SA NT Data Link) and at times with ROSA's external partners (e.g. other academic institutions, local health networks, government departments, aged care providers, consumer representative organisations). There are no direct reports for this role.

KEY RESPONSIBILITIES

The specific duties include:

o Oversee all phases of data management, quality control, and reporting for ROSA and related studies. This includes but it is not limited to the following analytical tasks using SAS (preferably) or other analytical tools:
  • Design comprehensive quality checking and validation process for large datasets (>100GB).
  • Design troubleshooting programs for data management, data visualisation, data preparation, etc.
  • Design and generate tracking and data edit tools for analytical files as needed.
  • Design automated reporting and data loading schemes.

o Convert and merge data with complicated structure from a wide variety of sources (e.g. Australian Institute of Health and Welfare National Aged Care Data Clearinghouse, Australian Government Medicare Benefits Schedule and Pharmaceutical

Benefits Scheme, and several States Health Authorities' inpatient and emergency room admissions) across platforms (e.g. Access, SQL, SAS, etc).

o   Create and maintain documentation to document process and data quality issues.

o   Create analytical files for research and other necessary reporting.

o   Create report and graph templates for ROSA's reports.

o   Provide support in improving database design, testing of new processes, evaluating database and storage structure and processes.

o   Define, create, and test new analytical variables collaboratively with manager, research scientists and statisticians.

o   Consult with ROSA team and other researchers on project needs.

o   Basic to intermediate statistical knowledge required- descriptive/univariable analyses required for reports and data preparation. Knowledge of missing data analyses also desirable.

o   Perform other related duties incidental to work described herein.

o   Participate in special projects to continuously improve processes, tools, systems and organisation.

o   Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.

o   Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.

o   Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy.**

SPECIAL REQUIREMENTS

o   Some out of hours work may be required.

Person Specification

QUALIFICATIONS

o   Degree qualification in a relevant field with extensive relevant experience.

o   Bachelor or Master degree in the relevant discipline, with 3 years of experience as a research officer, project manager, or a related role.

EXPERIENCE, KNOWLEDGE AND SKILLS

o   Meticulous attention to detail; methodical with excellent record keeping skills.

o   Demonstrated experience in providing high level support to research projects.

o   Highly motivated and can prioritise workload and to meet deadlines.

o   Ability to work independently, seeking support when necessary to complete the task.

o   Ability to work in a team and with external stakeholders, intelligently manage relationships and establish rapport effectively.

o   Advanced proficiency in the use of Microsoft Office Suite of products.

o   Excellent written and verbal communication skills.

o   Excellent time management skills.

o   Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People

o   Able to demonstrate the following SAHMRI Values and Culture:

> ➢ **Excellence** – Bold, Driven, Dynamic
> ➢ **Innovation** – Persistent and Focused
> ➢ **Courage** – Collaborative and Enabling
> ➢ **Integrity** – Embrace Diversity, Demand Equity
> ➢ **Teamwork** – Friendly, Fast, Flexible, Fun

APPROVED BY

Name:

Position:

Signature: _____   Date   /   /

Incumbent:

Signature: _____   Date   /   /