AUSTRALIAN BRAGG CENTRE FOR PROTON THERAPY AND RESEARCH

Job Description

Position title:	**Senior Registry Data Manager**
Location:	**SAHMRI North Terrace**
Reports to:	**Registry Project Manager**
Employer:	**Australian Bragg Centre for Proton Therapy Research**

Purpose and scope of the position

The Australian Bragg Centre for Proton Therapy & Research (ABCPTR) has been established as Australia's first proton therapy centre. The Senior Data Manager is a diverse role, responsible for the management and data entry of the registry for the Australian Particle Therapy Clinical Quality Registry (ASPIRE). ASPIRE is an observational, longitudinal study of paediatric, adolescent, young adult and rare adult tumour patients from a select group of tumour streams treated with radiotherapy.

Reporting to the Registry Project Manager the position will work closely with various sites and institutions collecting, entering and managing data for the registry.

Key responsibilities

The specific duties include:

- Lead and coordinate data management activities for the registry, ensuring data collection, validation, quality assurance and reporting requirements are achieved within agreed timeframes.
- Maintain data management processes, procedures and quality assurance measures to support accurate, complete, consistent and reliable registry data.
- Maintain data dictionaries, data definitions, data specifications and supporting documentation to promote consistency in data collection and reporting across participating sites.
- Establish and maintain effective working relationships with internal and external stakeholders, including clinicians, researchers, data managers, registry sites and participating organisations.
- Coordinate data collection requirements across multiple clinical and operational stakeholders, resolving data discrepancies and competing requirements and escalating complex issues to Registry Project Manager where appropriate.
- Provide specialist data management advice to clinical, research and registry stakeholders, including advice regarding data definitions, collection requirements, data quality and reporting.
- Monitor registry data quality and performance against agreed measures, reporting emerging issues and recommending actions to improve registry performance.

- Participate in initiatives to improve data integrity, completeness and data capture, including identifying systemic data-quality issues and implementing corrective and preventative strategies.
- Prepare and contribute to high-quality registry reports, data summaries, dashboards and other reporting outputs, translating complex data into meaningful information for clinical, research and management stakeholders.
- Contribute to the development and implementation of registry data governance processes, including data access, confidentiality, privacy, security, quality assurance and appropriate use of registry data.
- Contribute specialist data management expertise to registry governance, project and working groups, supporting evidence-based decision-making and continuous improvement.
- Coordinate data-related projects and workstreams, including planning activities, monitoring progress, managing risks and delivering agreed outcomes.
- Take reasonable care to protect his / her own health, safety and welfare at work.
- Ensure that duties are performed in keeping with the principles outlined in ABCPTR's Code of Conduct Policy.

Special requirements

Some out of hours work may be required.
DCSI Employment Screening and Police Checks will be required

Person Specification

Qualifications

Bachelor's degree in health sciences or other relevant discipline and/or Enrolled Nursing Advanced Diploma and/or extensive experience in data management.

Experience, Knowledge and Skills

- Demonstrated experience in data management methods
- Experience working with REDCap software or other similar databases
- Expertise in Good Clinical Practice
- Knowledge of IT systems to support health research
- Understanding of data classification techniques and data management practices, particularly involving patient identifiable datasets
- Demonstrated success in working collegially in a small team
- Previous experience within the oncology field required
- An exceptional eye for detail and valued importance of data integrity
- Excellent verbal and written communication skills
- Ability to work well in a team environment
- Ability to work autonomously or under limited direction.