

HR191	POSITION DESCRIPTION	
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NOTES

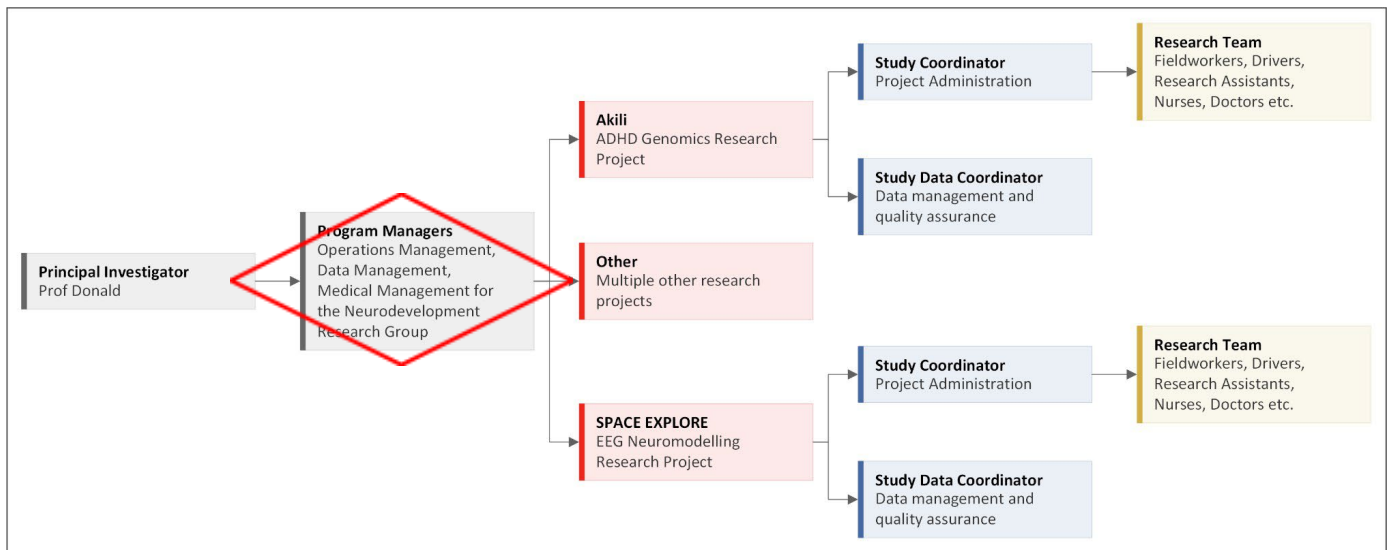
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Data Manager		
Job title (HR Business Partner to provide)	Data Manager		
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Paediatrics and Child Health		
Academic department / PASS unit	Paediatrics and Child Health		
Division / section	Neurodevelopment Research Group - Dev Med: Admin		
Date of compilation	23 November 2023		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this role is to provide supervisory management of the neuroimaging work, data management, and quality control, across 5 data collection sites, (See study details below) and to ensure that all data sets across all research sites are appropriately migrated and uploaded to the umbrella consortium's database. This post is also responsible for ensuring students and investigators data needs are met and to maintain the database according to the needs of the ongoing project.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	<i>Data management</i>	30%	<p>Maintain project databases and ensure procedures are compliant with data privacy and security (e.g. POPIA compliance) and that the Data Transfer Agreements (DTA) are executed timeously</p> <p>Regular planning and implementation meetings with collaborators, site Project Managers & Data Managers</p> <p>Ensure that data from all sites are timeously migrated and uploaded to the umbrella consortiums databases</p>	All data is compliant with local law, and timeously uploaded for analysis.
2	<i>Statistical analysis support</i>	15%	<p>Advise students on relevant statistical approaches to research questions</p> <p>Liaising with investigators relating to specific data analysis needs</p> <p>Completing statistical analyses as requested</p> <p>Working collaboratively with researchers</p> <p>Reporting and writing of papers in conjunction with researchers</p>	Students and researchers analysis needs are supported.

3	<i>Datasets and reporting</i>	5%	<p>Compiling datasets as needed for investigators and students</p> <p>Compiling operational reports as needed for sites Project Managers & Data Managers</p> <p>Compiling operational reports as needed for Principal Investigators</p>	Reporting is done accurately, frequently and timeously.
4	<i>Data quality control</i>	40%	<p>Clean and prepare data for analysis and upload to databases, ensuring accuracy and completeness of data</p> <p>Identification of variables that are not aligned properly across databases</p> <p>Ensure that duplicates, reassigned numbers, etc. are monitored</p> <p>Identify missing data and follow up with sites to fill in data gaps</p> <p>Identify if mistakes are being made by a particular site</p> <p>Ensure continuity in data collection and formatting between the different project sites</p> <p>Problem-solve any data issues that may arise with data collection</p>	Data quality is maintained.
5	<i>Collaboration and Management support</i>	10%	Support data management activities across the Neurodevelopmental Research Group by providing ad hoc training sessions, attending cross-project meetings and assisting with drafting of standard operating procedures and protocols.	Consistencies across research project within the research group.

MINIMUM REQUIREMENTS

Minimum qualifications	<p>Undergraduate degree in epidemiology, public health, psychology, statistics, computer science or other relevant discipline</p> <p>Advantageous: Postgraduate degree in a relevant discipline</p>
Minimum experience (type and years)	At least 4 years of clinical data management experience.
Skills	Excellent written and oral communication skills in English

	<p>Ability to multi-task and work under pressure</p> <p>Attention to detail and creative problem-solving skills</p> <p>Advantageous:</p>			
Knowledge	<p>Highly proficient in R, Python and/or SQL (or equivalent data analysis software)</p> <p>Research and statistical analysis experience, including experience in data cleaning, manipulation, and transformation.</p> <p>Experience in managing open source platforms</p> <p>Experience in a clinical research setting</p> <p>Experience working with longitudinal datasets and conducting relevant statistical analyses</p> <p>Advantageous:</p> <p>Experience working in a collaborative research environment with paediatric clinical datasets</p> <p>Experience with research publications in relevant and refereed journals</p> <p>Experience managing neuroimaging data</p>			
Professional registration or license requirements	Nil.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Nil.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking	1	Quality commitment	1
	Building interpersonal relationships	1	Collaboration	1
	Communication	1	Resource management	1
	Planning and organizing	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Data management across several research sites
Amount and kind of supervision received	Supervised by Principal Investigators
Amount and kind of supervision exercised	Day-to-day needs of data management across sites
Decisions which can be made	Decisions deferred to sites PIs and DMs
Decisions which must be referred	Changes to research logistics, protocol or standard procedures

CONTACTS AND RELATIONSHIPS

Internal to UCT	Neurodevelopment Group Research team
External to UCT	PRISMA consortium