

POSITION DESCRIPTION

POSITION TITLE:	Systems and Data Coordinator
POSITION NUMBER:	1407
DIVISION / SECTION:	Research Support Services
SUPERVISOR:	Research Data and Systems Manager - 5179
CLASSIFICATION LEVEL:	PAT 7
SALARY RANGE:	\$96,260 - \$104,463 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Ability to obtain and maintain a current Working with Children Check (OCHRE card). - Ability to obtain a current National Police Check.

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Systems and Data Coordinator will be required to provide expert technical services and advice across the research data lifecycle including data management plans, databases, access, curation, storage, security, retention, and disposal.

The position is responsible for facilitating researchers' access to research related systems, software, training, and assistance. Menzies' data base management systems are in transition to a more modern data base management environment. During this transition process the Systems and Data Coordinator will be required to support older data base management systems, such as custom MS Access systems.

Supporting the Data and Systems Manager, the Systems and Data Coordinator will contribute to the modernization, development and implementation of Menzies' research data management systems, ensuring compliance with regulatory and legislative instruments.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. Become the technical lead for the Menzies Database Management System(s) modernisation project.
2. Provide maintenance and technical support for security, storage, retention, and disposal of data to prescribed regulatory, legislative, and institutional standards.
3. Supporting researchers regarding the technical requirements for Database Management and design, at Project setup.
4. Provide troubleshooting support, maintenance and updates for research data related systems and software.
5. Participate in ad-hoc testing with Menzies IT service provider to ensure that where Data Management policies are enforced by technology, they are working by design.
6. Develop and manage databases for the collection, use and storage of research data in accordance with compliance and governance requirements.
7. Facilitate in routine Data Management Plan health checks to ensure data management compliance and oversight.
8. The ongoing maintenance of Technical Work Instruction, document workflow processes and other Data Management working documentation.
9. Establish research data management needs and/or undertake data management activities for Menzies research projects in accordance with compliance and government requirements.
10. Build the capacity of others to achieve Data Management best practices, provision of advice and training, intranet training material and the development of the Data Management Knowledge Base.
11. Ability to build productive relationships, with capacity to consult and collaborate effectively with people from diverse cultures and a wide range of stakeholders.
12. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
13. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A degree in a highly relevant discipline, such as Information Technology, and proven experience in information management, or an equivalent combination of relevant experience and education or training.
2. Demonstrated experience of developing and managing databases, and experience of providing advice and training in broad areas of data management.
3. Understanding of data management issues and lifecycle in a legislative and/or regulatory environment, such as the health research sector, including knowledge of standards relating to privacy, confidentiality, and security.
4. Demonstrated experience in the design, development, implementation, integration, support and maintenance of relational database applications and information systems, in an enterprise environment.
5. Demonstrated ability to analyse and interpret complex data, ensuring accuracy and attention to detail.
6. Demonstrated ability to contribute to organisational planning, data management plans and other policy development relevant to data management.
7. Exceptional planning, organisational, analytical and project management skills.
8. Sound interpersonal, communication and training skills with demonstrated ability to consult and collaborate effectively with stakeholders.

9. Demonstrated initiative, with ability to work under broad direction, both independently, and as part of a multi-disciplinary team.

Desirable:

1. Experience with real-time integration and maintenance of clinical/epidemiology datasets with laboratory sample inventories, integration of epidemiological, genetic, and spatial/mapping data.
2. Understanding of Indigenous Data Sovereignty principles.
3. Familiarity with statistical software packages and experience with administration of Redcap and SQL Maria DB.
4. Knowledge of open access concepts and scholarly communication principles.
5. Previous experience of working within a health environment.
6. Efficient in programming languages such as C++, C#, PHP and JavaScript.

COVID-19 SAFETY REQUIREMENTS:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 25 March 2024

PACKAGE COMPONENT	PAT 7	
	Minimum Value PAT 7/1 (\$)	Maximum Value PAT 7/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 7)	96,260	104,463
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	13,476	14,625
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	9,546	9,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
Total Salary Package	120,959	130,232