

Position Description

POSITION TITLE:	Data Manager/Analyst
CLASSIFICATION:	RA / RO
DIVISION:	Population Health Department
STUDY:	Ovarian Cancer Prognosis and Lifestyle (OPAL), D-Health and IMPROVE studies
FUNDING:	NHMRC Program Grant & NHMRC Project Grants
LOCATION:	Herston

POSITION OBJECTIVES

The role of the Data Manager/Analyst will be the maintenance, manipulation, and quality assurance of SAS databases for epidemiological and clinical projects as well as preliminary data analyses.

ORGANISATION CONTEXT

QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

REPORTING STRUCTURE

The position(s) reports to the Chief Investigators of the relevant studies.

PRIMARY RESPONSIBILITIES

- Review and maintain existing SAS databases to high quality standards
- Develop statistical code to process, check and manage new data
- Prepare, develop and maintain data dictionaries and related documentation to describe the creation, structure and content of databases
- Manipulate and merge related databases for record-linkage as required

- Import and export data to/from SAS format and between other formats including Excel, Access, Stata, SPSS and others as required
- Extract customised data sets to meet specific criteria for collaborative projects
- Conduct and support data analysis as required
- Assist with grant preparation and paper/report writing as required

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)

Essential

- At least a Masters level qualification in statistics, biostatistics or a related quantitative discipline
- Demonstrated experience with SAS programming and use of SAS for data management and statistical analyses
- Experience working with large datasets
- Ability to solve data/statistical problems and learn new statistical techniques
- Demonstrated written and verbal communication skills in English
- Demonstrated organisational ability, excellent attention to detail and comprehensive and accurate documentation and record-keeping
- Experience with use of word processing (MS Word) and spreadsheet packages (Excel) and familiarity with database packages such as MS Access

Desirable

- Experience with use of STATA and/or R for data management and statistical analyses
- Experience in epidemiology, especially with analysis of cohort and/or case-control studies
- Ability to work independently but also to fit into a project team
- Previous experience in public health research or epidemiology research settings
- Familiarity with the NHMRC codes of scientific conduct