

Job Description



Position Title	Database Officer	Level	B
Reports to (role)	Clinical Research Program Manager	Career Stream	Professional
Team	Perioperative Medicine		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The purpose of this role is to provide data guidance and support including database design and data management for the Perioperative Medicine Team.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Database Creation and Entry	• Liaise with collaborators (internal and external) regarding their data requirements. • Develop and test study-specific REDCap databases. • Resolve web-based questionnaire issues. • Update Project Databases. • Complete data entry. • Track participant web-based questionnaire completion rates.	• Quality and timely entry and solutions to data issues. • Feedback from team members.
Database Cleaning, Coding and Quality Assurance	• Develop a data cleaning process and write appropriate standard operating procedures around this system. • Provide regular updates on data cleaning progress. • Undertake data coding with guidance from the Data Analysts and managers. • Undertake quality checking of data entered to ensure it has been entered in accordance with Good Clinical Practice and research standards. • Troubleshoot data entry issues and facilitate ongoing system improvements	• High quality data. • Positive feedback. • Reliability. • Tasks completed according to timelines.

	with other team members / external stakeholders to restore issues.	
Data Extraction	- Develop a data extraction process and write appropriate standard operating procedures around this system. - Undertake data extraction using R programming software ready for distribution to Researchers. - Provide timely and accurate responses and support to requests for data. - Undertake thorough quality checking of data extracts to ensure high quality before providing to Researchers.	- High quality data extracts. - Proficiency in data manipulation. - Timely delivery of data to researchers - Reliability. - Tasks completed according to timelines.
Development and Team Membership	- Establish and maintain clear lines of communication and ensure team members are informed of project progress. - Undertake professional development training as required.	- Positive feedback from team members. - Acknowledged as working collaboratively and effectively.
Workplace Safety	- Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. - Identify and assess workplace hazards and apply hazard controls. - Report every workplace injury, illness or near miss, no matter how insignificant they seem. - Abide by Institute policies and procedures.	- Responsibilities are embedded in work practices. - Hazards are effectively managed or reported. - Accidents and incidents are reported in a timely manner. - All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	Relevant tertiary qualification, preferably in a related field (data science, epidemiology, health sciences etc).
Essential Skills, Knowledge & Experience:	- Demonstrated data management skills, analytical abilities and knowledge of quantitative data analysis methods. - Knowledge of the application of statistical methods to the analysis of (preferably health and or biological) data. - Demonstrated ability to develop data workflows including automated reporting. - Awareness of considerations relevant to handling sensitive data. - Demonstrated ability to communicate effectively with professionals with varying levels of computer knowledge. - Self-management and high level of personal motivation. - Excellent organisational skills and attention to detail. - Excellent communication skills, both verbal and written.
Desirable Skills, Knowledge & Experience:	Experience of working with complex research data.



DIRECT REPORTS	None
-----------------------	------

Approved by:	Clinical Research Program Manager
Date approved:	12.10.26
Reviewed by P&C:	12.10.26