

Job Description



Position Title	Data Analyst	Level	A
Reports to (role)	Clinical Research Program Manager	Career Stream	Research
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 and statistical guidance and support on study design, data management and analysis of study data and reporting of results.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Data Support	- Provide statistical support for research projects in the areas of study design, data management, data extraction, statistical analysis and interpretation of results. - Interpret results and contribute to preparation of journal articles/reports.	- Statistical techniques applied appropriately, accurately and efficiently. - Demonstrated ability to interpret and communicate results clearly.
Data Reporting	- Liaise with collaborators (internal and external) regarding their research interests and data requirements. - Provide timely and accurate responses and support to requests for data. - Ensure all Good Clinical Practice requirements are met. - Prepare/import analysis code for statistical analytical software.	- Quality and timely solutions to data issues. - Feedback from team members.
Data Engineering	- Design and develop data capture, storage, and analysis workflows. - Set up automation of data workflows, including for sensitive and confidential data. - Optimise workflows, particularly to create efficiencies within the team or across multiple projects. - Liaise with collaborators to combine data from multiple sources.	- Data is secure. - Confidentiality maintained. - Robust data governance workflows.

Quality Assurance	• Set up procedures/processes for quality assurance and data validation. • Develop appropriate documentation of data such as data dictionaries. • Review and audit data for quality and completeness.	• Quality data capture and extraction.
Code Management and Practices	• Source code management using Git, and workflows using GitLab/GitHub. • Develop and maintain team best-practices including branching models such as Git Flow.	• Positive feedback from colleagues.
Development and Team Membership	• Make a positive contribution to the Perioperative Medicine Team. • Identify options for additional training for oneself and other team members where relevant. • Maintain up to date knowledge and awareness of improving biostatistical methods and developments.	• Positive feedback from investigators and colleagues.
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 (e.g. statistics, mathematics, computer science, data science or other relevant disciplines).
Essential Skills, Knowledge & Experience:	• Demonstrated data management skills, analytical abilities and knowledge of quantitative data analysis methods. • Demonstrated ability to utilise R, python, SAS, Stata, and/or equivalent statistical package for data management and statistical analysis. • 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. • Experience in the application of statistical methods to the analysis of health and/or biological data. • Self-management and high level of personal motivation. • Excellent organisational skills and attention to details. • Excellent communication skills, both verbal and written.

**Desirable Skills,
Knowledge & Experience:**

- Experience with Unix Linux systems including command-line environment and simple Bash scripting for automation scripting.
- Proficiency in source code management using Git, and workflows using GitLab/GitHub.

DIRECT REPORTS

None

Approved by:

Clinical Research Program Manager

Date approved:

12.10.26

Reviewed by P&C:

12.10.26