

## POSITION DESCRIPTION – The Alfred

**DATE REVISED:** 14/08/2017

**POSITION:** Data Analyst / Statistician – STAREE

**AWARD/AGREEMENT:** Victorian Public Health Sector  
(Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2016-2020

**CLASSIFICATION TITLE:** HS3

**DEPARTMENT/UNIT:** School of Public Health and Preventive Medicine

**CLINICAL PROGRAM:** Faculty of Medicine, Nursing and Health Sciences

**DIVISION:** Finance

**ACCOUNTABLE TO:** Gavin Horrigan

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## ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at [www.alfredhealth.org.au](http://www.alfredhealth.org.au)

## OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

## OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow

## DEPARTMENT

**Monash University** is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,400 full time equivalent staff. Almost 3,500 of these staff members are academic staff.

**Monash School of Public Health & Preventive Medicine** is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus beside the Burnet Institute. It plays a prominent role in public health medicine in Australia. The Department of Epidemiology and Preventive Medicine (DEPM) is the largest member of the School. The core skills of the department relate to epidemiology (the study of the distribution, risk factors and causes of disease) and its application to problems in clinical medicine and public health. The department provides a strong research capability in a series of areas of particular relevance to infectious disease control including large database skills, emergency care research, therapeutics (including clinical trials, post-marketing surveillance and pharmaco-economics).

For more information about us and the work we do, please visit <http://www.med.monash.edu.au/sphpm/>.

For more information about the STAREE trial, please visit <http://www.staree.org.au/>.

## **POSITION SUMMARY**

The STAREE Database project analyst/manager provides key support to the clinical trial as part of the STAREE project at the Clinical Trial Centre based at the Alfred Centre, Melbourne. This position will provide data and database support to the Principal Investigator, Project Manager and other STAREE staff. The appointee will also be responsible for the project administration, database analysis, design, development and training.

## **OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:**

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

## **DUTIES AND RESPONSIBILITIES**

### **Key Responsibilities**

The STAREE Data Officer has the following responsibilities

- Ensure that the STAREE database has excellent data integrity through data analysis and data cleaning
- Assist in developing a data dictionary for STAREE
- Conducting data quality audits
- Processing and responding to data requests
- Assist with developing data linkages to appropriate datasets
- Demonstrate initiative and sound decision making in prioritizing work load in order to work within a team as well as independently.

## **QUALIFICATIONS/EXPERIENCE REQUIRED**

### **Education/Qualifications**

1. The appointee will have a degree in a relevant area with significant relevant work experience OR an equivalent combination of experience and/or education;

## **Knowledge and Skills**

2. Well-developed knowledge and practical skills in troubleshooting
3. Comprehensive computer literacy skills including experience with software packages, e-mail and internet and the ability to acquire skills in the use of new software packages
4. Demonstrated high level skills in the Microsoft office packages
5. Demonstrated high level-written and oral communication skills in dealing with a range of individuals and groups including capacity to communicate ideas or concepts that are often complex and the ability to effectively analyse information and produce clear, succinct reports and documents.
6. High level organisational skills with the ability to prioritise tasks, work effectively under pressure, achieve goals within established timeframes and operate in a methodical manner
7. Excellent research, analytical and consulting skills, including the ability to devise practical solutions to complex issues.
8. Demonstrated experience in working independently and autonomously under broad direction, as a member of a cohesive team with the desired ability to contribute to the strategic direction of the business unit

## **Desirable**

1. Experience with statistical programs such as STATA or SPSS
2. SQL skills
3. Previous experience in clinical trials
4. An understanding of human research ethics principles and good clinical practice

## **Other job-related information**

- The position may require the incumbent to travel to other campuses.
- Time outside usual business hours may be required during busy periods and to attend functions as well as in-house or external training sessions.
- There may be peak periods of work during which the taking of leave may be restricted.

Any information obtained in the course of employment is confidential and as with standard procedures relating to participant information and privacy laws, it must not be used for any purpose other than the performance of the duties for which the person was employed.

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships
- Occupational Health and Safety

**Position Description authorised by:** Gavin Horrigan

**Date:** 3<sup>rd</sup> October 2017