

POSITION DESCRIPTION

POSITION TITLE:	Data and Information Systems Manager
DIVISION / SECTION:	Research Support Services
SUPERVISOR:	Chief Operating Officer
CLASSIFICATION LEVEL:	GSL 9
SALARY RANGE:	\$114,827 - \$122,448
STATUS (FTE):	Full time
NO. OF POSITIONS REPORTING DIRECTLY:	Up to 3
NO. OF POSITIONS REPORTING INDIRECTLY:	Up to 3

ABOUT MENIZES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Indigenous Australians, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into real change through effective partnerships with in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Data & Information Systems Manager will lead the Data Management Team in the provision of expert advice, technical services and support to research staff and students, including the design, development and/or support of database applications to manage research data across the organisation.

Fostering a strong working relationship with Menzies' highly motivated and passionate research staff and students, the Data & Information Systems Manager maintains a focus on continuous improvement, considering and adopting advancements in platforms, systems and technologies that support and enable the effective conduct of research.

The Data & Information Systems Manager will also be required to provide advice, expertise, guidance and insight to Senior Management to inform strategic priorities, planning and direction surrounding the management of data and the utilisation of information technology at Menzies.

PRIMARY RESPONSIBILITIES:

1. Manage and lead a team of data management professionals, including planning and allocating staff resources, developing, coaching and mentoring the team, managing performance to deliver positive outcomes and meet key strategic targets and fostering a team culture continual improvement.
2. Inform and coordinate Menzies broad approach to best practice research data governance and management, providing expert advice, oversight and continuous improvement across data management activities to enhance capability and support strategic imperatives.
3. Develop, review/renew, implement, and monitor compliance with policies and procedures (transfer, confidentiality and privacy, storage, security, archival, disposal, access etc), ensuring they support desired organisational outcomes and objectives, are compliant with legislation, funding and other regulatory requirements and are modern, efficient and effective.
4. Oversee data collection platforms including provision of updates, access, and technical assistance, and ensure platforms available are modern, fit for Menzies evolving research program, reliable, and enable effective data management.

5. Facilitate access to, and provide advice, support, direction, and technical expertise in the delivery of information management solutions for research data across the organisation, including offline and offsite capabilities, and repositories for open access.
6. Enable and/or provide training and advice to researchers and systems owners in database creation, data visualisation methods and entering, cleaning, storing, transforming, interrogating and reporting on research data.
7. Proactively respond to research data management needs and collaborate to develop and maintain a suite of services and programs that support the needs of research staff and students.
8. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualification in Information Management, Information Technology or related field with extensive industry experience and/or equivalent combination of experience and/or education/ training.
2. Demonstrated experience in the design, development, implementation, integration, support and maintenance of relational database applications, information systems and web-based technologies, including high level programming skills (SQL, Python, C++, VB.NET etc).
3. Experience in establishing and revising data related policies and procedures, assessing current practices and auditing compliance with the intent to informing continual improvements.
4. Highly developed communication skills with demonstrated ability to consult and collaborate with researchers to provide advice, technical expertise and leadership in designing and delivering solutions, and champion data management awareness and stewardship practices across the organisation.
5. Experience in leading a team of professionals and fostering a high performance, outcomes focused culture, with demonstrated ability to adapt to changing priorities and plan effectively.
6. The ability to advise on and inform long term strategy as it relates to research data governance and management and deliver effective solutions utilising suitable technologies to achieve key outcomes.
7. Proven ability to work with accuracy and attention to detail on multiple concurrent projects demonstrating highly effective time management and project management skills.
8. Advanced understanding of data and information management lifecycle within a regulatory and/or legislative environment, such as the health research sector, including advanced knowledge of industry standards relating to privacy, confidentiality and security.
9. An 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.

Desirable:

1. Experience working with researchers in an academic setting.
2. Experience with real-time integration and maintenance of clinical/epidemiology datasets with laboratory sample inventories, integration of epidemiological, genetic and spatial/mapping data.
3. Understanding of Indigenous Data Sovereignty principles.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply

Approved: Human Resource Manager

Date: 08/07/2021

PACKAGE COMPONENT	Minimum Value GSL 9/1 (\$)	Maximum Value GSL 9/4 (\$)
Gross Salary (position advertised as General Staff Level 9)	114,827	122,448
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	16,076	17,143
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,685	9,685
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,607	1,607
Total Salary Package	142,195	151,121