

A more equitable world through better health.



POSITION DETAILS

TITLE	Research Data Officer
CLASSIFICATION	RA3 - RA6: \$92,247 - \$104,663 + super + salary packaging
TIME FRACTION	0.6 - 1.0 FTE (optional)
CONTRACT TYPE	2 years fixed term
LOCATION	85 Commercial Road, Melbourne 3004 / Work From Home
REPORTS TO	Co-Head Global Adolescent Health Working Group
DIRECT REPORTS	Nil
LAST UPDATED	October 24

POSITION SNAPSHOT

This role will support the Global Adolescent Health Group's research. The Position will play a critical role in advancing evidence to understand and improve menstrual health.

The Research Data Officer will support the coordination and maintenance of study databases for the Adolescent Menstrual Experiences and Health Cohort (AMEHC) study, following study protocol and ethical requirements. They will coordinate the maintenance of cohort participant records, support the preparation and processing of participant surveys, undertake data quality checks, and prepare and manage research data sets for analysis.

The incumbent will support project management through coordinating study meetings and collaborator updates. They will support the development and maintenance of study budgets and reporting against project deliverables.

As part of the Global Adolescent Health and study teams they research will establish strong relationships with study collaborators, and have the opportunity support the production of research outputs. Travel in Asia Pacific may be a component of this role.

KEY RESPONSIBILITY AREAS

1. RESEARCH DATA MANAGEMENT	<p>Support the collection and maintenance of study data in accordance with study protocols and ethical requirements. 60% of role. This includes:</p> <ul style="list-style-type: none"> Support administration of the Adolescent Menstrual Experiences and Health Cohort (AMEHC) study in Bangladesh. Support development and maintenance of study data collection tools Manage the update and maintenance of participant database and tracking protocols (using Excel and RedCap), in coordination with study team members Undertake data quality assurance checks, data cleaning and preparation of data sets for analysis using Stata. Manage dataset modifications, and extract data sets for statistical analysis
2. RESEARCH PROJECT IMPLEMENTATION AND DISSEMINATION	<p>Support the implementation of menstrual health research projects according to study protocols. 20% of role. This includes:</p> <ul style="list-style-type: none"> Engage in study team meetings, support timeline development and monitoring Support the development and provision of training for research collaborators on data collection and data management systems. Undertake analysis and provide data and progress updates to study team, collaborators, and advisory committees Support the quantitative analysis of study data and development of peer-review publications
3. PROJECT AND FINANCIAL MANAGEMENT	<p>Support project and budget management for menstrual health research projects. 20% of role. This includes:</p> <ul style="list-style-type: none"> Support reporting against project deliverables

	<ul style="list-style-type: none"> • Support preparation and monitoring of project budgets • Ensure expenditure matches funding support and complies with institute policies and grant requirements and rules, and raise any related issues or concerns.
4. TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Bachelor's training in health, psychology, or social sciences	Essential
2.	Master's degree (e.g., MSc, MPH) in health or social sciences	Desirable
3.	A minimum of 2 years' experience (through either employment or a Masters thesis) in study data management, including data quality checks, cleaning and preparation using Stata.	Essential
4.	Excellent administrative and organisational skills, strong written and oral communication skills	Essential
5.	Knowledge of quantitative research methods – including study design, data collection and analysis	Essential
6.	Can work independently and as a key member of a team	Essential
7.	Experience supporting the development and/or monitoring of research project budgets	Desirable
8.	Experience engaging stakeholders - especially in cross cultural settings	Desirable
9.	Advanced experience in data management using RedCap and Excel	Desirable
10.	Familiarity with menstrual health, OR water sanitation and hygiene, OR sexual and reproductive health in global contexts	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. As part of this exciting collaboration, a newly established state-of-the-art facility will be the new home of Burnet.



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Evidence of full vaccination against Covid-19 will be required. The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

Indirect Contact With Children

ENQUIRIES

For enquiries, please contact Dr Julie Hennegan (Julie.hennegan@burnet.edu.au)