

1. General Information

Position Title:	Data Officer
Division/Department:	Julia Argyrou Endometriosis Centre at Epworth (JAECE)
Position Reports to:	Centre Program Manager, Julia Argyrou Endometriosis Centre at Epworth
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	N/A
Location:	Epworth Corporate
Employment Status:	Full time, fixed term (24 months)
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	Not Applicable
Key Relationships - internal and external	Internal: • Director, JAECE • Clinical Research Coordinator, JAECE • JAECE Team • Epworth Research, Development and Governance Unit • Principal investigators, Co-investigators External: • External hospitals, laboratories, and diagnostic imaging centres • Surgical, pathology and other clinical staff at key collection centres • Specialists' consulting suites • Research Coordinators and Data Managers at other hospitals and academic institutes

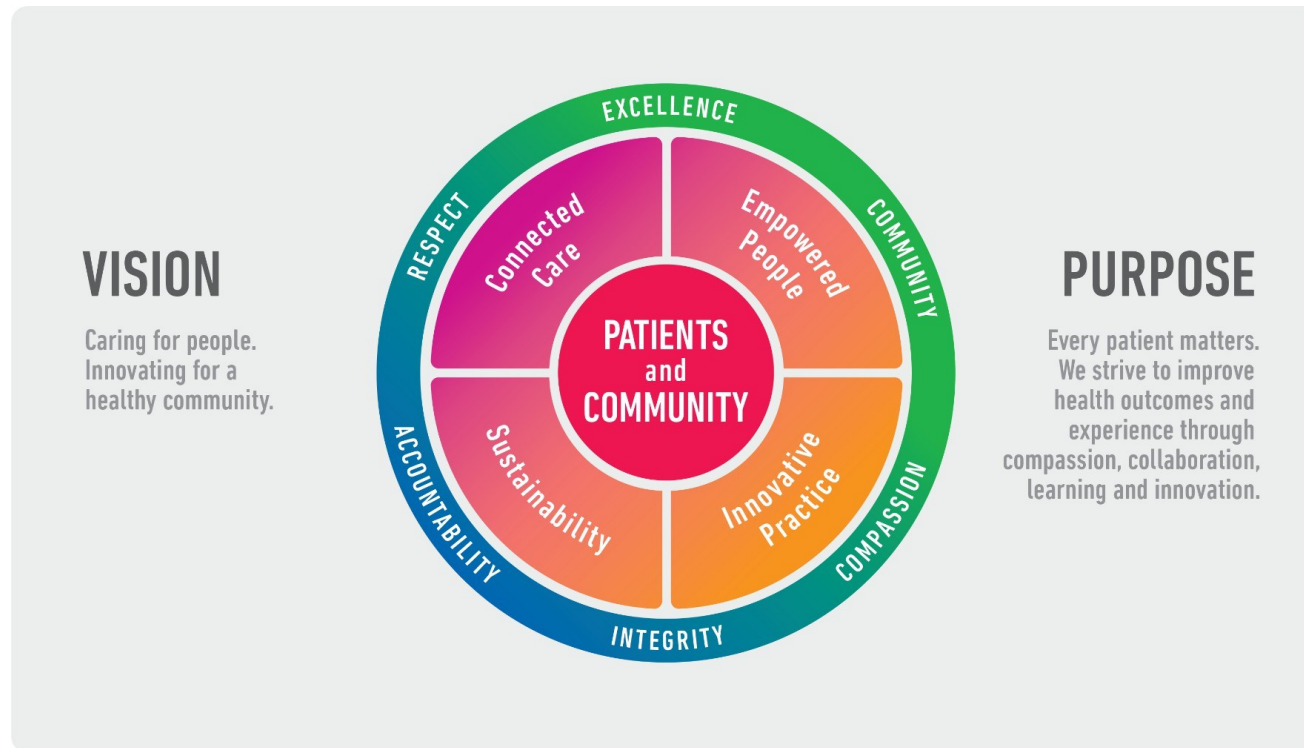
2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Community, Compassion, Integrity and Accountability*. More information can be found on the [Epworth website](#).

Epworth's purpose is *Every Patient Matters*. We strive to improve health outcomes and experience through compassion, collaboration, learning and Innovation. Our Vision is *Caring for People. Innovating for a healthy community*.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Connected Care – Partner with our patients through an integrated, holistic experience tailored to their needs and choices, enabling them to achieve their wellness potential

Empowered People – Enable and empower our people and teams to be their best and make a difference to the patient experience

Innovative Practice – Make a difference to our community through encouraging the ideas of our people and finding new and better ways to care and support care delivery

Sustainability – Be accountable to use resources wisely; to ensure organisational sustainability, enhance access, support the patient journey and create greater capacity for care.

4. Purpose of the Position

- The main objective of this position is to support all clinical research activity within the JAECE department.
- The role will provide support for the JAECE team as a whole to effectively and efficiently carry out all research-related duties associated with the department.
- A core responsibility of this role is to take ownership of the data management aspects of the various research projects active within the department. This includes but is not limited to administering and entering data into registries and databases.

5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Clinical Research Responsibilities Participate and contribute to clinical research studies within the JAECE Support the JAECE team in any and all research activities	• Working closely with registry managers to meet data entry quality and schedule requirements • Supporting the Clinical Research Coordinator with clinical data collation and entry onto study databases • Ensure clinical research is performed at an appropriate standard (GCP, GDP, ISO, etc.) • Review and seek advice as appropriate on legal and contractual issues • Assist with both electronic and paper case report forms (CRFs) • Support the implementation and maintenance of all study related records and data within the nominated study management system.
Research Excellence Successful completion of essential research activities and strive to maintain the highest standards of clinical data management	• Maintain accurate and comprehensive research study databases • Implement and maintain all study related records and data within the nominated study management system. • Ensure accurate and timely data input into data registries and databases
Education	• Assist in the orientation of new research staff to the JAECE

Maintain the highest standard of knowledge and skills in the field of Pancreatic Cancer and in clinical research practice required for undertaking the role	• Attendance at departmental educational opportunities (such as poster presentations and symposia)
Team Demonstrate the Epworth values and behaviours and provide support for colleagues associated with the research programs of the Centre	• Successful team integration and support • Strive to meet corporate KPIs with respect to absenteeism and professional development • Attend all team and research meetings as appropriate • Undertake key tasks or projects as requested by the management of the JAECE • Assist with and participate in point prevalence and other <i>ad hoc</i> research and quality activities under the direction of the Research Program Manager
Governance Meet all governance standards and benchmarks required for clinical research	• Assist with the preparation of audits and reports of JAECE activities, as required • Assist the Clinical Research Coordinator with key stakeholders, investigators and clinicians on research governance standards, procedures and documentation required • Ensure all clinical research data are collected and recorded according to study protocols and relevant legal and regulatory bodies • Adhere to, support and develop research specific policies, standard operating procedures and guidelines
Personal and Professional Development Participates in all professional and personal development requirements	• Undertake and maintain all required training including GCP, GDP, study specific, and all internal training as required • Undertake self-directed and formal clinical and research topic learning • Participate in and support JAECE with research-related activities, including Research Breakfasts, Research Week and Research Reporting

Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.	• Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner • Consistently meet or exceed the expectations of the JAECE and customers at all times
Safety and Wellbeing: Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace	• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan Adhere to infection control/personal hygiene precautions • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

6. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential • Degree level education in a relevant area such as science, data science and/or health care from an accredited tertiary university

	Desirable Extra qualifications in clinical research competency (e.g. GCP, GDP training) and/or data analytics
Previous Experience	Essential - Data management skills - Knowledge of the basic principles of the scientific method (i.e. scientific report structure) Desirable - Research experience and/or knowledge in oncology - Experience in clinical data management systems (e.g. REDCap) - Experience with navigating electronic medical records
Required Knowledge & Skills	Essential - Demonstrated data collection and management skills - Demonstrated computer literacy - Highly organised with a proven ability to prioritise tasks in a busy clinical research environment - Proven ability to work independently and interact well as part of a busy team - Proven ability to undertake clinical research related tasks in a timely and effective manner Desirable - Knowledge of medical terminology
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours - Respect - Excellence - Compassion - Community - Integrity - Accountability	Essential - Excellent communication skills - Excellent problem solving and decision making skills - Demonstrated ability to contribute positively within a research team - Demonstrated ability to effectively prioritise - A professional and engaging approach to research - Professional work ethic and flexible work style

Position Description



Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
September, 2021	July 16, 2026	Centre Program Manager - JAECE

Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____