The role

An exciting opportunity has arisen within the Infectious Diseases Data Observatory (IDDO) team for a Data Manager. In addition to supporting IDDO data management, you will support the data management of projects supported by IDDO informatics/data infrastructure.

IDDO is a leader in the field of data standards and integration, an opinion leader regarding best practice in equitable and ethical data sharing, and is centrally placed to support other projects within the Centre for Tropical Medicine and Global Health with the same goals. IDDO hosts a collection of data-sharing platforms for poverty related and emerging infectious diseases, bringing together clinical, pharmacology, molecular, in vitro and medicine quality data. The aim of IDDO is to facilitate the sharing of data and research protocols at the earliest opportunity to bolster collaboration among the public health and research communities, and ensure that researchers are prepared to implement research to advance science expeditiously in the context of neglected tropical diseases and the next infectious disease outbreak.

Responsibilities

You will be based in Oxford and report to the IDDO Data Management Team Leader and work closely with the TGHN Research Capacity Development Manager. You will work closely with the staff in both IDDO and TGHN and also communicate directly with data contributors around the world.
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The main responsibilities will be:

1. To manage, transform and curate clinical, epidemiological, molecular and pharmacology data.
2. To ensure the completeness and accuracy of the data in the repository, as above.
3. To ensure the accurate and complete submission of study datasets and associated documentation involving direct communication with data contributors from around the globe.
4. To extract key study information from the study publication, study report or protocol and enter them into the IDDO online data entry system.
5. To manipulate contributed data using OpenRefine or other tools such that the data is compatible with IDDO, WWARN and other platform tools.
6. To maintain audit trails of data manipulation.
7. To conduct internal verification of submitted data using the above tool.
8. To develop and maintain a tracking system to enable IDDO to monitor the progress of submitted data through the transformation and curation processes.
9. To keep data contributors informed of the status of their data submission.
10. To train other staff on IDDO data management and transformation processes.
11. To help study group coordinators to manage the study groups.
12. To collaborate with IDDO statisticians to ensure the data is in the format required for statistical analyses.
13. Manage and facilitate the resources, tools and templates available to all data managers with an interest in clinical research through the Global Health Data Management Network.
14. Identify new training materials, guidelines and links to be posted and shared with the TGHN Data Managers community.
15. Work in association with the TGHN Manager to develop strategies that will boost the uptake and utility of the Data Managers membersite.
16. Research the landscape of data sharing repositories. Assemble information and descriptions of repository characteristics and write guidance on selection of repositories for different types of datasets.
17. Create guidance on best practice for the design, standardisation and hosting of datasets which are shared with the external research community.
18. Lead the development of data management training modules for e-learning courses and the data management aspects of a data sharing tool kit for researchers.

Projects

The role would be split over two projects:

The Infectious Diseases Data Observatory (IDDO) hosts data platforms used to standardise and aggregate disparate clinical, genetic, laboratory and epidemiological data to a harmonised format so that the scientific community can undertake pooled analysis to generate scientific
evidence with optimised statistical power. The curation of data into the harmonised database requires an in-depth understanding of the meaning and sources of clinical data as well as the systems used to collect, manage and analyse it. The accuracy of the data and the curation process are key to the reliability of the dataset on which the analyses are based. Assuring the quality of the data, the robustness of the curation process and the efficiency of the data curation team are critical to delivering the science. Within IDDO, the post holder will support the curation of data and the quality assurance of the curation process via input into the development, implementation and evaluation of the curation workflow. S/he will work alongside a team of data managers to perform the data curation and quality assurance work. Curating data from its submitted format (flat files and relational databases in software packages including SPSS, Stata, Excel, SAS, Epinfo and Access) into a standard data structure and dictionary of variables using semi-automated in-house tools will be required. S/he will also liaise with the different investigators, data contributors and external data managers in the IDDO network to establish and maintain a collaborative framework for the understanding and high-quality curation of the data. Development of standard operating procedures and input on the design of automated tools will be needed.

“One Go-To Place”: Data Sharing Toolkit supported by The Global Health Network (TGHN) (www.TheGlobalHealthNetwork.org). The purpose of this project is to support the development of a comprehensive data sharing toolkit to be created and shared within the TGHN space. The project will include an online toolkit and resource that will bring together all the available relevant resources regarding data sharing, including but not limited to online training about the importance and methods of data sharing, all relevant guidelines and documents, discussion groups, and articles relating to data sharing, as well as an online decision algorithm. This will help researchers, especially those in low- and middle-income countries as this resource will be open access and available for all. The final step of this toolkit will be links to data repositories that are appropriate for hosting different types of data, and links to instructions about how to use these repositories. Additionally, the tool will provide guidance on finding, accessing, using, and correctly attributing existing data in relevant and accessible data repositories. This project requires an experienced data manager who can work independently across multiple data management projects to contribute to the development of tools and best practice for preparing datasets to be shared and selecting the best repository for hosting. The right candidate must be someone who has a strong interest in training and skills sharing. You will be working with our partners across low- and middle-income country research institutions to build research capacity for data management and data sharing within interdisciplinary teams e.g. all levels of health care workers, research teams, and our local regional co-ordinators.

Selection criteria

- An undergraduate qualification, or equivalent, in a scientific or health related field
- Experience of data management, preferably in a health related field
- A high level of attention to detail in order to deal with and process large and diverse datasets
- Good organisational skills and ability to prioritise tasks and workload
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- High level of computer literacy with knowledge of Windows operating systems and Microsoft Office applications
- Good communication skills
- Good problem solving skills
- Some understanding of a statistical package (for example Stata, SPSS, SAS or R)

Desirable selection criteria

- Some understanding of CDISC standards and how they should be used
- Knowledge of the clinical trial data management process
- Experience of working with relational databases such as MySQL and good understanding of Structured Query Language (SQL)
- Data cleaning and manipulation using OpenRefine.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford
Centre for Tropical Medicine and Global Health

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: http://www.ndm.ox.ac.uk/home

……..fostering your career in science.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

Tropical Medicine and Global Health

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.
Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

The Centre’s annual turnover is in excess of £48m per annum with over 100 externally funded research grants and donations.

For more information please visit: http://www.tropicalmedicine.ox.ac.uk/home

**Infectious Diseases Data Observatory (IDDO)**

IDDO’s vision is effective treatment and control of infectious diseases affecting the most vulnerable populations. Our mission is to reduce the impact of neglected and emerging infections by improving the evidence for their effective management through wide scale collaboration within the global infectious disease community.

IDDO hosts a collection of data-sharing platforms, bringing together clinical, pharmacology, molecular, *in vitro* and medicine quality data for infectious diseases including e.g. malaria, Ebola and visceral leishmaniasis. IDDO aims to facilitate the sharing of data and research protocols at the earliest opportunity to bolster collaboration among the public health and research communities, and ensure that researchers are prepared to implement research to advance science expeditiously in the context of neglected tropical diseases and the next infectious disease outbreak.

IDDO is building upon the work of the WorldWide Antimalarial Resistance Network (WWARN), which is now a part of IDDO. WWARN has had considerable success, both in establishing ethical data sharing systems that conform to international rules on patient privacy and protection, and in engaging the malaria research community; IDDO is adapting and developing these systems and processes for other infectious diseases using WWARN as a prototype.

IDDO is building upon the current WWARN structure and programmes to:

- Establish an accessible and trusted infectious disease observatory which acts as the central repository for data that contributes to the evidence base of understanding selected infectious diseases and their treatment, allowing inter- and cross-disciplinary analysis of global data;
- Ensure the long-term security and accessibility of data so that data can be productively used in a collaborative platform for modelling and analysis by the larger scientific community;
- Gather and share best methodological clinical research practices, to improve data capture, management and integration of clinical, pharmacological/pharmacometric and laboratory-based studies;
- Develop tools to facilitate the use of these standards in prospective clinical trials in infectious diseases;
- Engage with the scientific community to implement and evolve these tools as the gold standard within and across infectious disease fields;
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- Develop policies to establish fair conditions of use, and mechanisms to ensure that the contributions of those generating the data are properly recognised, so that data are made available for effective and responsible data sharing.

For further information please visit www.iddo.org.

TGHN

The Global Health Network (www.theglobalhealthnetwork.org) is a collection of online research communities located together on a shared digital hub. Each research community focuses on a specific therapeutic area (i.e. respiratory disease, reproductive health or oncology), type of research (i.e. diagnostics or microbiology), or are cross cutting research support communities (i.e. clinical trials and research ethics). These communities are built and led by researchers from these fields because there is a need for a space online where scientists can access each other to share knowledge, methods and tools as well as to build collaborations and work on joint activities. Each website has been initiated by a group of researchers and contains a range of functionalities, including workspaces, forums, document sharing, resources and networking facilities. The Global Health Network is overseen by an expert committee, and workshops across the world are regularly organised.

The aim of The Global Health Network is to support research by the sharing of methods. It is an exciting and dynamic initiative that is funded by The Bill and Melinda Gates Foundation that is setting out to change the paradigm of research in the world’s poorest regions."

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at
https://www.ox.ac.uk/about/jobs/professionalandmanagement/
https://www.ox.ac.uk/about/jobs/research/

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.
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Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

**Information for priority candidates**

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

**Important information for candidates**

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

**The University’s policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.
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For existing employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

Form 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
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Benefits of working at the University

Training and Development
A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working_at_oxford/training_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

For research staff only: Support for Research Staff
There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

Pensions
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

Information for international staff (or those relocating from another part of the UK)
A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

The University of Oxford Newcomers’ Club
The Newcomers’ Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

University Club and University Sports Facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

Childcare and Childcare Vouchers
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). NB: Due to the high demand for the University’s nursery places there is a long waiting list.

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

Disabled staff
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

BUPA - Eduhealth
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).
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**All other benefits**
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).