Job title	Data Manager - Infectious Diseases Data Observatory (IDDO)
Division	Medical Sciences
Department	Centre for Tropical Medicine and Global Health, Nuffield Department of Clinical Medicine (NDM)
Location	NDM Research Building (NDMRB), Old Road Campus, Headington, Oxford
Grade and salary	Grade 6: £28,660 - £34,189 per annum
Hours	Full time
Contract type	Fixed-term – 12 months in the first instance
Reporting to	Data Management Team Leader
Vacancy reference	138116

The role

Infectious Diseases Data Observatory (IDDO)

The Infectious Diseases Data Observatory (IDDO) is a scientifically independent, multi-disciplinary multi-diseases coalition that brings together members of the global health community to collaborate in the generation, analysis and application of data to improve health outcomes. The aim of IDDO is to facilitate ethical and equitable data sharing and IDDO follows the FREE FAIRER principles of ensuring that research data are Findable, Rapidly available, Ethical, Equitable, Forever, Accessible, Interoperable, Reliable, Economically viable, and Reusable.

Launched in 2016, IDDO is building upon the pioneering work of the WorldWide Antimalarial Resistance Network (WWARN), which is now incorporated as a part of the IDDO portfolio. WWARN pioneered a unique inclusive approach to data sharing and analysis for malaria, at a time when data sharing was not widely practiced and well before it became mandated. This has resulted in the development of a successful model that has been refined over a period of 10 years. WWARN's innovative approach has enabled the malaria community to ask practical, life-saving research questions using individual patient data meta-analyses and cross-disciplinary analyses to identify and understand common trends. Results have been used to inform treatment guidelines and the development of generic antimalarial medicines.

Currently, the IDDO data platform has five active research themes: malaria (WWARN), non-malarial febrile illness (NMFI), Ebola, visceral leishmaniasis and medicine quality. Additional themes are in development or being scoped for feasibility including Schistosomiasis, Chagas disease, melioidosis,

scrub typhus and viral haemorrhagic fevers and beyond. By 2023, IDDO aims to add further research themes to the platform portfolio. The IDDO model is built upon the fact that we can achieve significant economies of scale by adapting existing infrastructure for new diseases.

IDDO's secretariat is based in the Centre for Tropical Medicine and Global Health at Oxford University, but works in strong collaboration with research communities on the ground and in real time to identify and prioritise research questions and provide tools and resources that improve the design and quality of clinical studies. We standardise and pool individual-patient data and facilitate complex meta-analyses to generate evidence on the efficacy of existing medicines, inform the development of new ones and advance understanding of disease. We disseminate the resulting evidence widely to inform policy and future research. This forms a virtuous cycle that enables the continual advancement of knowledge, builds capacity for evidence-based practice, and fosters equity.

Using its three strategic themes of *Build, Curate, Innovate*, IDDO is:

- Establishing an accessible and trusted infectious diseases observatory which acts as the central repository for data that contributes to the evidence base for understanding treatment of selected neglected poverty-related diseases and emerging infections;
- Ensuring the long-term security and accessibility of data;
- Gathering and sharing best methodological clinical research practices to improve data capture, management and integration of clinical, epidemiological, pharmacological/pharmacometric and laboratory-based studies;
- Developing tools to facilitate the use of these standards in prospective clinical trials in infectious diseases;
- Engaging the scientific community to implement and evolve these tools as the gold standard across poverty-related diseases and emerging infections fields;
- Developing governance 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.

Job description

The main focus of this post will be the management and transformation of the diverse data sets that are submitted to IDDO. Submitted data arrives in a wide variety of formats (flat files and relational databases) and software packages including SPSS, Stata, Excel, SAS, Epinfo and Access. A standard data structure and dictionary of variables has been established for each type of data (clinical, molecular, pharmacology and in vitro) and semi-automated tools are used to transform, clean and analyse the data and present the results of these processes in detailed reports.

Centre for Tropical Medicine and Global Health

Overview of the role

You will be based at the Centre for Tropical Medicine and Global Health in Oxford and report to the Data Management Team Leader. You will work closely with the core IDDO team, including Statisticians, Programme Managers and Software Engineers and also communicate directly with data contributors around the world.

Responsibilities/duties

Under the supervision of the Team Leader the main responsibilities will be:

- To manage, transform and curate clinical, epidemiological, molecular and pharmacology data
- To ensure the completeness and accuracy of the data in the repository, as above
- To ensure the accurate and complete submission of study datasets and associated documentation involving direct communication with data contributors from around the globe
- To extract key study information from the study publication, study report or protocol and enter them into the IDDO online data entry system
- To manipulate contributed data using Trifacta and Tamr or other tools such that the data is compatible with IDDO, WWARN and other platform tools
- To maintain audit trails of data manipulation
- To conduct internal verification of submitted data using the above tool
- To develop and maintain a tracking system to enable IDDO to monitor the progress of submitted data through the transformation and curation processes
- To keep data contributors informed of the status of their data submission
- To train other staff on IDDO data management and transformation processes
- To help study group coordinators to manage the study groups
- To collaborate with IDDO statisticians to ensure the data is in the format required for statistical analyses

Selection criteria

Essential Criteria:

- An undergraduate qualification, or equivalent, in a scientific or heath related field
- Experience of data management
- 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
- 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 Criteria:

- Experience of successful contribution to a multidisciplinary team
- Experience of data management in a health related field
- Knowledge of the clinical trial data management process
- Knowledge or experience working on infectious diseases
- Understanding of bibliography packages (e.g. Endnote)
- Experience of working with relational databases such as MySQL and good understanding of Structured Query Language (SQL)
- Experience of managing and/or working with large databases
- Data cleaning and manipulation using Trifacta or Tamr.
- Knowledge of CDISC data standards
- Working knowledge of French

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

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

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/athena-swan

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

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

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.

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.

Centre for Tropical Medicine and Global Health

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 for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

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/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

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.

Centre for Tropical Medicine and Global Health

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.

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 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/.

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/.

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/.

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 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.

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/. **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.

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 for further details.

Centre for Tropical Medicine and Global Health

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/.

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/.