

# Job Description



## Summary

<b>Job title</b>	GPI Senior Data Manager
<b>Division</b>	Social Sciences Division
<b>Department</b>	Department of Social Policy and Intervention
<b>Location</b>	Barnett House, 32 Wellington Square, Oxford, OX1 2ER
<b>Grade and salary</b>	Grade 7: £36,024-£44,263 p.a.
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed term until 31 December 2025
<b>Reporting to</b>	GPI Senior Project Manager
<b>Vacancy reference</b>	170108

<b>Research topic</b>	The Global Parenting Initiative (GPI) is a five-year collaboration of universities, foundations, and implementing partners, with the aim of providing access to free, evidence-based, playful parenting support to every parent, everywhere, so that they are equipped with the knowledge and tools to help their children realise their learning potential and to prevent child sexual abuse, exploitation, and family violence
<b>Principal Investigator / supervisor</b>	Dr Jamie Lachman
<b>Project team</b>	Global Parenting Initiative
<b>Project web site</b>	<a href="#">Home   Global Parenting Initiative (GPI)</a>
<b>Funding partner</b>	The funds supporting this research project are provided by the LEGO Foundation.
<b>Recent publications</b>	<a href="#">Publications   Global Parenting Initiative (GPI)</a>

## Overview

The Department of Social Policy and Intervention seeks a Senior Data Manager to work with a research group led by Dr Jamie Lachman and Professor Lucie Cluver on the Global Parenting Initiative (GPI). Our research team is committed to improving outcomes for high-risk children, adolescents, and families in low- and middle-income countries (LMICs), and this is our primary guiding aim. Our team all have extensive field experience, a deep



understanding of intervention research, and a commitment to improving children's lives. We are committed to capacity-building with team members supported to advance their professional development.

The GPI aims to meet the urgent need for scaled-up and sustained evidence-based interventions that promote playful parenting and learning through play and prevent sexual, physical, and emotional violence against children in the Global South. The University of Oxford leads this five-year \$21 million grant in collaboration with other universities in the UK, South Africa, Malaysia, the Philippines, Tanzania, Thailand, and Uganda. The GPI's overall goal is to provide access to free, evidence-based parenting support to every parent, everywhere, so that they have the knowledge and tools to help their children realise their learning potential and prevent sexual violence against children.

The GPI builds upon the previous work of Dr Jamie Lachman, Professor Lucie Cluver, and Professor Frances Gardner, co-founders of the Parenting for Lifelong Health (PLH) initiative to develop, test, and widely disseminate a suite of open-access and low-cost parenting programmes to reduce violence against children and improve child wellbeing in low- and middle-income countries. These programmes have been developed and rigorously tested through a collaboration between the World Health Organization, UNICEF, and the Universities of Oxford, Cape Town, Bangor, and Stellenbosch. These programmes have been implemented in over 30 low- and middle-income countries across Sub-Saharan Africa, South-eastern Europe, Southeast Asia, and the Caribbean. The programme materials developed as part of the COVID-19 response have reached over 196 million parents in 198 countries and territories.

The GPI's research portfolio includes rigorous evaluation and implementation research studies to increase the evidence of the effectiveness, cost-effectiveness, and scalability of human-digital playful parenting programmes across the Global South. The GPI features nine innovative research-within-implementation studies, that include optimisation trials and cluster randomised trials of hybrid-digital parenting interventions as well as studies investigating implementation of these interventions within existing systems. In addition to the core studies, the GPI includes 12 satellite studies. Details of the GPI studies can be found on the initiative's website [HERE](#).

## The role

The Senior Data Manager will work in the Global Parenting Initiative research group led by Dr Jamie Lachman as part of an international multidisciplinary research team with significant policy and programming impact. They will be a core team member with considerable responsibility and leadership within the project. The post is Oxford-based, although the post holder will work closely with research collaborators in Malaysia, the Philippines, South Africa, Tanzania, Thailand, Uganda, and other countries. This role provides an excellent opportunity to work with data from feasibility studies, factorial experiments, randomised controlled trials, and implementation science studies of digital and hybrid parenting interventions.

The post holder would be responsible for all elements of data management for the initiative – leading the development of data management systems, management of complex multi-country data and information systems, compliance with data protection regulations, and customised data management support to country teams.

This role will include developing and managing multiple databases, creating and transforming datasets, and coordinating user access. It will involve maintaining data collection systems, designing survey capture tools (including using Open Data Kit), and managing ethical and data security compliance. The role will involve developing data management plans and standard operating procedures.

The post holder will have experience in conceptualising and implementing complex data management systems and high-standard data security practices. They will also lead the planning of database structures for incoming relational data and build data dictionaries for each dataset. This may involve contributing to semi-automated tools to transform, clean, and analyse the data. The post holder will lead the conceptualisation and development of data collection tools and processes.

Our team's guiding aim is to improve outcomes for high-risk children and adolescents in low- and middle-income countries. We have extensive field experience, a deep understanding of intervention research, and a commitment to improving children's lives. We are committed to capacity-building with team members supported to advance their professional development.

## Responsibilities

- **Data management:** ensure the accurate and complete submission and secure backup of data across the GPI. Develop and update the data management plans, ensure they are adhered to, and coordinate the archiving of study databases and metadata. As needed, produce and review reference documentation and user guides. Manage the implementation of study protocols pertaining to data management across the suite of studies.
- **Data curation:** Manage, transform, and curate longitudinal data by applying relevant tools, scripts, or applications. Make data available in different formats for a large network of collaborators. Organise a variety of file formats logically for preservation and access.
- **Build and maintain data collection systems:** Be the point of contact for IT-related data collection issues for team members based in the field sites. Actively proposes solutions for improving data collection and management systems. Implement high-standard data security practices, run scheduled back-ups, and maintaining shared information systems. Support fieldwork teams to resolve any technical problems and liaise with IT specialist as needed. Be aware of new developments in the field.
- **Monitor database users:** Coordinate junior team members in implementing protocols for database users, maintain and track the database users, respond to queries from the database users and update user guides.
- **Data protection and compliance:** Ensure that all data stored and shared complies with relevant data protection regulations, including local legislation such as the UK Data Protection Act and GDPR. Prepare data-related sections of ethics applications.
- **Develop data collection tools and protocols:** Manage all aspects of building and implementing open access data collection tools, including quantitative surveys, using Excel and Open Data Kit. Produce standard operating procedures (SOPs) relating to data collection, data entry, and data handling. Ensure standardised GPI measures are used across studies to enable data pooling across research studies.
- **Logging and reporting:** Ensure the quality of data collected by monitoring inconsistencies and inaccuracies and identifying appropriate reporting and visualisation techniques; Support and mentor colleagues with collation of data for analysis, reporting, or decision-making. Work with others to resolve any issues related to data integrity and escalate as necessary. Implement a system of regular quality controls and work at all times in accordance with Good Clinical Practice, GDPR and pertinent research governance regulations.
- **Training and mentorship:** Lead high-quality training on data management for study teams and providing mentorship to data management teams in the different study sites.
- **Line management:** Direct line management of at least one research manager.
- Any other duties commensurate with the grade and responsibilities of the post as determined by the Head of Research and GPI Principal Investigator.

## Selection criteria

### Essential selection criteria

- Hold a Master's degree in Social Science, Public Health, or Computer Science or other relevant field, and considerable related experience.
- Experience in conceptualising and implementing complex data management systems and high-standard data security practices.
- A high level of attention to detail and critical and analytical skills to deal with and process large and diverse datasets.
- Track record of writing and implementing successful data management plans in support of large grants and ethics applications.
- Demonstrable experience developing data collection tools to administer quantitative surveys on tablets and preparing longitudinal datasets for statistical packages.
- Advanced skills in R/STATA (although R highly preferred) and Microsoft Excel.
- Demonstrable success of supporting research projects involving multiple research partners including those in the Global South.
- Excellent intercultural communication, presentation and writing skills in English.
- Experience of direct line management or leading a team.
- Excellent organisational and time management skills with the ability to work independently and to tight deadlines and prioritise tasks.

## Desirable selection criteria

- Hold, or be close to the completion of, a PhD in Social Science, Public Health, or Computer Science or other relevant field.
- Experience of working in the field of parenting research.
- Experience of data management in a health-related field.
- Experience of working in digital interventions.
- Experience of managing and/or working with large databases.
- Experience working with an Agile operational framework under Scrum methodology.
- Demonstrable interest in and experience in improving outcomes for vulnerable and children, adolescents, and youth in low- and middle-income countries.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

## 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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, 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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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).

## Department of Social Policy and Intervention

The Department of Social Policy and Intervention is a multidisciplinary, social science centre of excellence for research and teaching in comparative social policy and evidence-based social intervention and policy evaluation. In the UK-wide 2021 Research Excellence Framework (REF), it was a top-five scoring department in the country, across all subjects and universities, with 62 per cent of the Department's research activity classified as 'world leading' (4\*) with a further 30 per cent classed as 'internationally excellent' (3\*). In the most recent QS World University Rankings by Subject (2022) the Department ranked second in Social Policy and Administration globally.

The Department has undergone substantial transformation in recent years. This renewal includes the expansion of graduate teaching and supervision in policy evaluation and comparative social policy; significant expansion in research income; and the creation of new research groups and areas of research expertise.

The Department's teaching is largely devoted to graduate students. It offers master's degrees in Comparative Social Policy (CSP) and in Evidence-Based Social Intervention and Policy Evaluation (EBSIPE). Students may study for either a one-year MSc or a two-year MPhil. The Department also offers supervision for doctoral degrees in Social Policy or in Social Intervention and Policy Evaluation. The graduate intake is highly international with students drawn from the United Kingdom, EU member states, and many countries across the world.

Research within the Department is largely organised under the auspices of two main research groups:

- The Centre for Evidence-Based Intervention (CEBI)
- The Oxford Institute of Social Policy (OISP)

More information about the department can be found at [www.spi.ox.ac.uk](http://www.spi.ox.ac.uk).

## Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties, and schools. The Head of the Social Sciences Division is Professor Timothy Powers, who is a member of the University's Council.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4\* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights, and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance, and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development, and education around the world. The Division has an extensive portfolio of external funders, partners, and supporters, with competitively awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, eight of our departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography, and the Saïd Business School, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally oriented provision in areas such as business, law, and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the master's level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

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

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of 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)

Please upload all documents as **PDF files** with your name and the document type in the filename.

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

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### 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 department(s).

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).

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### If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly. Please email [hrteam@spi.ox.ac.uk](mailto:hrteam@spi.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

### Important information for candidates

#### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

#### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).