Job title	Data Manager - Infectious Diseases Data Observatory (IDDO)
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Centre for Tropical Medicine and Global Health, New Richards Building, Old Road Campus, Headington, Oxford, OX3 7LG
Grade and salary	Grade 7: £36,024 - £44,263 with a discretionary range to £48,350 p.a.
Hours	Full time
Contract type	Fixed-term contract until 1 March 2026 Funding is provided by the Wellcome
Reporting to	Jennifer Lee, Data Engineer
Vacancy reference	172474

Hybrid working arrangements	**The successful person will need to work on site for a minimum of 3 days per week**
Additional information	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship or a Global Talent Visa under UK Visas and Immigration legislation. Therefore, the Nuffield Department of Medicine welcomes applications from international applicants who require a visa.
About us	• University of Oxford - www.ox.ac.uk/about/organisation • Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk • Unit - https://www.tropicalmedicine.ox.ac.uk/
What we offer	https://hr.admin.ox.ac.uk/staff-benefits • An excellent contributory pension scheme • 38 days annual leave • A comprehensive range of childcare services • Family leave schemes • Cycle loan scheme • Discounted bus travel and Season Ticket travel loans • Membership to a variety of social and sports clubs • A welcoming and diverse community

The role

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.

The IDDO data platform has multiple active research themes, including: malaria (WWARN), non-malarial febrile illness (NMFI), Ebola, Visceral Leshmaniasis, Schistosomiasis, COVID-19 and medicine quality. Additional themes are in development or being scoped for feasibility including 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.

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 the data and data transformation and mapping tools are used to transform, clean and analyse the data.

You will be based at the Centre for Tropical Medicine and Global Health in Oxford and work with a team of Data Managers and report to the Data Engineer (who reports to the Head of Data Engineering). 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. You will work across the IDDO disease portfolio, including for example: malaria (WWARN), Ebola, visceral leshmaniasis, schistosomiasis, COVID-19 and medicine quality.

Responsibilities

You will:

- Manage, transform and curate clinical, epidemiological, molecular and pharmacology data.
- Ensure the completeness and accuracy of the data in the repository, as above.
- Ensure the accurate and complete submission of study datasets and associated documentation involving direct communication with data contributors from around the globe.
- Extract key study information from the study publication, study report or protocol and apply standardisation rules to this data.
- Manipulate contributed data using Trifacta or other tools such that the data is compatible with IDDO, WWARN and other platform tools.
- Maintain audit trails of data manipulation.
- Conduct internal verification of submitted data using standard tools.
- Contribute to the continued development of the data standard as new diseases and study types are shared with IDDO.
- Contribute to ensuring the completeness and accuracy of the IDDO data standard implementation guide.
- Maintain a tracking system to enable IDDO to monitor the progress of submitted data through the transformation and curation processes.
- Keep data contributors informed of the status of their data submission and a working knowledge of French would be very useful for this purpose.
- Provide advice and support training other staff on IDDO data management and transformation processes.
- Help study group coordinators to manage the study groups.
- Collaborate with IDDO statisticians and clinicians to ensure the data is in the format required for statistical analyses.
- Attend and present at conferences and/or user groups to represent IDDO and showcase development of bespoke curation standards and systems, as needed.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Hold an undergraduate qualification in a scientific or heath related field.
- Experience of data management and transformation.
- Evidence of a high level of attention to detail in order to deal with and process large and diverse datasets.
- Evidence of good organisational skills and the ability to prioritise tasks and workload.
- High level of computer literacy and highly competent user of Windows operating systems and Microsoft Office applications.
- Good communication skills and the ability to work with people from different backgrounds and all levels of seniority.
- Evidence of good problem solving skills.
- Good understanding of a statistical package (for example Stata, SPSS, SAS or R).
- Experience of successful contribution to a multidisciplinary team.

Desirable

- Experience of data management in a health related field.
- Knowledge of the clinical trial data management process.
- Knowledge or experience working on infectious diseases.
- 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.
- Experience with REDCap data systems.

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

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Travel outside of Europe or North America on University Business

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

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.

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). 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. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time 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 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).

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 recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: 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**, which with effect from 1 October 2023 will be 30 September before the 70th 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.