Job description and selection criteria

Summary

Job title	Clinical Data Manager/Analyst
Division	Medical Sciences
Department	Nuffield Department Women's & Reproductive Health (NDWRH)
Location	Level 3, Women's Centre, John Radcliffe Hospital, Headington, Oxford
Grade and salary	Grade 7: £36,024 to £44,263 (with a discretionary range to £48,350) per annum
Hours	Full time *Applications for flexible working arrangements are welcomed and will be considered in line with business needs.*
Contract type	Fixed-term for 1 year in the first instance with the possibility of a further extension
Reporting to	Dr Gabriel Davis Jones, Principal Investigator
Vacancy reference	173465

The role

The Nuffield Department of Women's & Reproductive Health (NDWRH) is seeking a full-time Data Manager to manage and support the maternity data stored on the Oxford University Hospital NHS Foundation Trust's (OUH) Electronic Patient Record (EPR) system. This role is crucial in ensuring quality control, preparing customized data sets for analysis and audit, and supporting the development of specialized interfaces for data collection for various prospective clinical research studies. The Data Manager will play an integral role in supporting various high-impact research projects across the university aimed at improving the health outcomes for mothers, babies, and families.

This is an exciting opportunity to work in a high-impact field, contributing to advancements in women's and reproductive health. The successful candidate will join a collegial environment with many learning and networking opportunities. The team comprises a diverse mix of clinicians, data scientists, fundamental science researchers, and students, fostering an inclusive and friendly culture that promotes collaboration and professional development.

The Data Manager will have the opportunity to work on a diverse array of projects, ranging from large-scale epidemiological studies to clinical trials and health services research. This role offers the chance to engage with cutting-edge research methodologies and data management techniques, providing a dynamic and intellectually stimulating work environment. The successful candidate will also be involved in developing and implementing data governance frameworks, ensuring that data management practices adhere to the highest standards of accuracy, security, and confidentiality.

Key aspects of the role include:

- Collaborating with multidisciplinary teams to design and optimize data collection protocols and systems.

- Leveraging advanced analytical tools and techniques to derive insights from complex datasets.

- Contributing to the continuous improvement of data quality and integrity through innovative solutions and best practices.

- Engaging with stakeholders across various departments to understand their data needs and deliver tailored data solutions.

- Participating in the dissemination of research findings through publications and presentations, contributing to the broader academic community.

This role is ideal for a proactive individual who is passionate about data management and its application in improving healthcare outcomes. The position provides ample opportunities for professional growth and the development of technical and analytical skills in a supportive and collaborative environment.

Responsibilities

- Data collection, archiving of clinical data, preparation of bespoke datasets and reports for clinical and research staff within NDWRH.

- Monitor incoming clinical data from Oxford University Hospitals (OUH) to ensure consistency over time.

- Detect and correct values outside the expected range, incomplete data, and errors.

- Perform quality control measurements on the data, including querying study sites using established procedures.

- Maintain a robust Data Management Plan for all collected data, ensuring it is up to date and shared with the involved team.

- Liaise with clinical staff to identify and implement improvements in the data collection and management system.

- Lead on specified areas of the performance and reporting agenda to provide operational and management reports, working closely with colleagues within the area and the wider team.

- Maintain comprehensive procedure notes for all routine work and ensure these are shared within the team to ensure adequate cover.

- Support the data management of other NDWRH/Trust programme initiatives and collaborative projects, including those with the Big Data Institute.

- Maintain high standards of data quality within both source systems and processed data, advising on areas impacted by poor data quality and promoting good practices and improvements.

- Provide support for other research staff as required

- Perform other duties as appropriate to the grade, in support of other research projects within NDWRH related to the candidate's area of expertise.

This job description should be regarded as a guide to the duties required. It may therefore be reviewed in the light of changing circumstances following consultation with the post holder.

Selection criteria

You will be asked to upload a CV and supporting statement as part of your online application.

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria within the supporting statement. This should describe, with specific examples, how you meet each item listed below. See https://www.jobs.ox.ac.uk/cv-and-supporting-statement for further guidance on writing an effective supporting statement.

Essential selection criteria

1. A degree in Computer Science, Engineering, Data Science or equivalent experience.
2. Strong analytical and computer skills, including proficiency in SQL and VB/C# .NET, python and experience in MS SQL database management.
3. Ability to work effectively as part of a multi-disciplinary and multicultural team, with a willingness to support team members.
4. Ability to maintain confidentiality and adhere to data security and protection regulations and best practices.
5. Experience with anonymisation, pseudo-anonymisation and masking procedures for personally identifiable information.
6. Familiarity with electronic health records (EHR) systems, particularly in a hospital or clinical setting.
7. Experience in developing and maintaining data documentation, including data dictionaries and metadata repositories.
8. Proven organisational skills with a methodical approach to work and efficient time management.
9. Accurate and systematic record-keeping skills including professional documentation of analytical work using common industry standard tools.
10. Excellent interpersonal, written, and oral communication skills, with the ability to communicate effectively with diverse stakeholders (e.g., research midwives, senior clinicians, researchers).
11. Ability to work independently and with minimal supervision.
12. Strong problem-solving skills and the ability to troubleshoot technical issues related to data management and analysis.
13. Interest in gaining an understanding of the clinical aspects of the data involved.

Please note that the criteria listed below would be an advantage in this role, but you do not need to meet them to be eligible to apply.

14. Evidence of working with patient healthcare data.
15. Knowledge of healthcare data standards and coding systems, such as ICD-10, SNOMED CT, and HL7.
16. Experience working in clinical research and handling large data sets.
17. Experience with cloud-based data storage and management solutions (e.g., AWS, Azure).
18. Understanding of machine learning techniques and their application in healthcare data analysis.
19. Experience in developing and implementing data governance policies.
20. Certification in data management or data protection (e.g., CDMP, CIPP/E).
21. Familiarity with project management methodologies and tools (e.g., Agile, JIRA).
22. Previous experience in a teaching hospital or academic medical centre.

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.

Nuffield Department Women's & Reproductive Health (NDWRH)

NDWRH has a long-standing interest in the fields of reproductive medicine (including developmental biology), gynaecological oncology and maternal/perinatal health. There are approximately 110 people working in the department, including senior academic staff, research support staff, clerical and technical staff, and graduate students (including clinicians) carrying out research towards a higher degree. There are also a number of visiting researchers from many parts of the world. The average annual expenditure is approximately £8.0 million, of which over 75% comes from outside sources.

The Nuffield Department Women's & Reproductive Health (NDWRH) encompasses multi-disciplinary research across the full spectrum of women's health. Our work has four overarching themes; Cancer, Global Health, Maternal & Fetal Health and Reproductive Medicine & Genetics. We focus on genetic studies, the dissection of molecular, biochemical and cellular mechanisms underlying normal and aberrant reproductive tissue function, clinical studies in women's health and pregnancy and growth and development across the first 1000 days of life. The Department also now includes The George Institute for Global Health (TGI) whose mission is to increase access to quality health care for millions of people worldwide - with a particular focus on vulnerable women in resource-poor settings.

The clinical and laboratory programmes are based in the Women's Centre and there are collaborations with the School's Institutes, the University's Science Departments and with researchers outside Oxford, in the UK and abroad. In addition, the research activities of the department have been enormously enhanced over many years as a result of the partnership with the Oxford Fertility Unit (based in the new Institute of Reproductive Sciences), which has led to the creation of an MSc in Clinical Embryology.

For more information please visit: http://www.obs-gyn.ox.ac.uk/

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department Women's & Reproductive Health holds a departmental Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in science, engineering and technology (SET) and create a better working environment for both men and women.

Medical Sciences Division

The Medical Sciences Division, within which the Nuffield Department Women's & Reproductive Health is located, 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: http://www.medsci.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.

Assessment

Interviews for this post will take place on Tuesday 23rd July and will be online/held at the Nuffield Department of Women's & Reproductive Health, Level 3, Women's Centre, John Radcliffe Hospital, Oxford, OX3 9DU. You will be notified by Tuesday 16th July if you have been shortlisted for interview.

During the interview, you will be asked questions based around the selection criteria listed in this job description.

If you are selected for interview you will be invited to disclose any special requirements which we might need to consider in relation to the interview arrangements, for example, in the case of disability, access to facilities or equipment. These will not be taken into account in the selection process.

In advance of the interview, you will be asked to complete an online McQuaig Word Survey. You can read more about McQuaig at https://mcquaig.co.uk/candidate-section/.

You can find more information and guidance about the recruitment and selection process at the Nuffield Department of Women's & Reproductive Health at https://www.wrh.ox.ac.uk/candidate-briefing.

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 at: recruitment@wrh.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.

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 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.