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| Last updated: | 28/04/2023 |

**JOB DESCRIPTION**

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| Post title: | **Senior Data Cordinator (CRUK ECRIN M3)** |
| Academic Unit/Service: | Cancer Sciences / Clinical Informatics Research Unit  |
| Faculty: | Medicine |
| Career Pathway: | Management, Specialist and Administrative (MSA)  | Level: | 3 |
| \*ERE category: | N/A |
| Posts responsible to: | Professor of Haematology |
| Posts responsible for: | N/A |
| Post base: | Office-based |

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| Job purpose |
| The postholder will work in a clinical research study coordinating clinical and research data of monoclonal B-cell lymphocytosis (MBL) and other early-stage B cell malignancies, working with data specialists in the Clinical Informatics Research Unit (CIRU) and with an expanding team of clinicians and scientists with a strong grounding in cancer B-cell immunology, genomics, molecular/cellular biology and bioinformatics at the School of Cancer Sciences. You will be incorporating medical records and high-dimensional biomedical data, as well as applying the latest trans-disciplinary data analysis techniques to refine phenotypic, genetic and functional markers in the BC Platforms data warehouse to improve clinical decision-making. You will work in a team of data specialists and work closely with clinicians and researchers. |

| Key accountabilities/primary responsibilities | % Time |
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|  | Capture and collate detailed clinical data from patient medical records and electronic case report forms, and associated biological data from the research lab to support high quality research in the ECRIN-M3 programme. | 50% |
|  | Contribute to processing and cleaning of NHS and research data for transfer into the data warehouse, within an ethical framework and using pseudo-anonymization tools | 20% |
|  | With investigators and data scientisists, support design of processes to iteratively interrogate patient data to discover and refine phenotypic, functional and genetic markers with potential to change clinical decisions | 10% |
|  | Undertake some statistical analysis of the clinical data and work with other medical or biomedical statistician to support the extraction of the necessary data | 5% |
|  | Contribute to the writing of manuscripts detailing research findings for publication and bids for research funding. | 5% |
|  | Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| * Direct responsibility to holder of research award and academic supervisor.
* Liaison with other members of the study leads and researchers internationally and locally
* Active member of the UoS translational informatics community
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| Special Requirements |
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| * To attend national and international conferences for the purpose of disseminating research results.
* To attend sites where necessary to provide support in the collection of data.
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related trainingExperience of working with clinical data and the inherent ethical dimensions.Experience of Electronic Case Report formsAble to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format. Able to make effective use of standard office computer systems including word-processing and spreadsheets. | Degree, equivalent higher qualification ideally in biological science, information science or medical informaticsExperience of techniques to structure and clean clinical data and commonly used controlled vocabularies.Knowledge of medical statisticsFamiliarity with computational programming languages such as C++, Python, R, MySQL or similar | Application and interview |
| Planning and organising | Proven ability to organise a range of high quality research activities to deadline and quality standards, ensuring plans complement broader research strategyAble to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities. Able to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event) |  | Application and interview |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.Able to apply originality in modifying existing approaches to solve problems |  | Application and interview |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans. Able to positively influence the way a team works together. Able to ensure staff are clear about changing work priorities and service expectations. Able to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required.Able to undertake coordinating role in the data collection of the studyWork effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Application and interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audienceAble to persuade and influence at all levels in order to foster and maintain relationshipsAble to resolve tensions/difficulties as they arise Able to provide expert support to colleagues Able to elicit information to identify specific customer needs. Able to offer proactive advice and guidance. Able to deal with sensitive information in a confidential manner. | Specific examples of collaborating across disciplines especially with information scientists. Experience of presenting research results at group meetings and conferences | Application and interview |
| Other skills and behaviours | Understanding of relevant data privacy and ethnical data handling.Positive attitude to colleagues and collaborators. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |