

Job title:	Data Management Operations Lead
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time
Term:	2 year, renewable
Possibility of Extension:	Dependent on grant funding
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

Job Summary

This position is responsible for the organization and execution of CHÉOS/CTN data processes and strategies. This includes all data capture, storage, and retrieval processes. The incumbent will be expected to improve current data management practices and successfully develop new initiatives. The position works closely with the IT group who manages the hardware, and project managers and statisticians for project-specific execution. The Data Management Operations Lead will also work with CHÉOS/CTN staff including physicians, epidemiologists, research nurses, research coordinators, project managers, data managers, data entry assistants, programmers, analysts, biostatisticians, and graduate students.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of 55-60 faculty members and 130-150 staff and research personnel.

The CTN is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver.

Work Performed

- Development, execution, ongoing review, and quality assurance of data management processes;
- Specific project related data management duties;
- Review protocols and design appropriate data capture including CRF design;
- Develop and manage the data validation process;
- Ensure all data management duties are carried out in accordance with CHÉOS/CTN standard operating procedures (SOPs) and work program guidelines (WPGs);
- Develop and maintain SOPs;
- Generate data management documentation including data management plan (DMP) and data validation plan (DVP);
- Provide data listings and coordinate data transfers as required;
- Testing of clinical databases;
- Generate queries and work with data and project managers in the resolution of queries;
- Work with statisticians and programmers in resolving data issues found during analysis;
- Works with database programmers to ensure that appropriate data checking procedures are in place;
- Ensures that reports on study progress are prepared and transmitted to study investigators and study team members in a timely manner (in accordance with SOPs and study requirements);
- Clarifies questions for the data entry clerk;
- Other duties as may be assigned.

Supervision Received

Reports to the Chief Information Officer.

Supervision Given

Provides day-to-day management to the data management team, including Data Managers and Data Entry Assistants. Additionally, the incumbent provides direction to programming staff, including but not exclusive to day-to-day operations and timeline/project management.

Consequence of Error/Judgement

Errors or indiscretions could jeopardize the reputation of the Centre/Network and its relationships with partners and faculty. Errors in the management of data could result in inaccurate data sets, inadequately analyzed data, as well as the loss of productivity for the investigators and the potential loss of grant or other research funding.

Working Conditions

The incumbent will be working in CHÉOS/CTN located at St. Paul's Hospital and will be provided with appropriate work space.

Qualifications

Qualified candidates are expected to have an outstanding record of technical capability with regard to clinical data management practices in accord with good clinical data management guidelines. The incumbent will have strong supervisory and personnel management skills, as well as a demonstrated ability to organize, manage, and prioritize work-related commitments in a dynamic and ever-changing environment.

- Post-secondary education and experience working in a data intensive field, including management and organization of data processes;
- Extensive knowledge of best practices including government regulations, ICH guidelines and industry standard practices regarding data management (GCDMP);
- Experience with clinical data management systems;
- Understanding of good clinical data management practices;
- Detailed knowledge and experience in CRF design, programming databases, query resolution, and data validation;
- Computer skills: detailed knowledge of at least one data management system, basic familiarity with SQL and SAS;
- Knowledge of clinical study design;
- Knowledge and experience in EDC systems would be a benefit;
- Strong written and oral communication skills; and
- The ability to collaborate in multi-disciplinary team settings.

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.