

<b>Job title:</b>	Senior Data Manager
<b>Departments:</b>	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
<b>Location:</b>	St. Paul's Hospital, Vancouver, BC
<b>Salary/Benefits:</b>	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan; flexible work schedule and hybrid options may be available
<b>Desired Start Date:</b>	January 2022 or sooner, if available
<b>Full/Part-time:</b>	Full-time (37.5 hours/week)
<b>Position status:</b>	This is an ongoing, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
<b>Application Closing Date:</b>	Open until filled
<b>How to Apply:</b>	Interested candidates should email their resume with cover letter to <a href="mailto:hr@cheos.ubc.ca">hr@cheos.ubc.ca</a>

*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 a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS/CTN welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.*

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### Who we are

Bridging the gap between data, research, and care, [CHÉOS](#) is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level. The [CTN](#) is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.

From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS and the CTN seek to improve health outcomes for all. Our data managers are involved in all stages of the research process, with a focus on ensuring that the conclusions drawn from research are well supported by reliable, accurate and statistically sound data.

## **Our Commitments to You**

At CHÉOS and the CTN, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support work/life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan

## **The Role**

The Senior Data Manager executes the planning, collection, and preliminary analysis processes for CHÉOS/CTN data assets. Reporting to the Data Management Operations Lead, the Senior Data Manager provides in-depth expertise and leadership for the Data Management team regarding systems and processes, and works with a range of positions including physicians, scientists, epidemiologists, project managers, programmers, biostatisticians and graduate students. Some of the work performed includes:

- Reviewing research protocols to develop Case Report Forms (CRF), Data Management Plans (DMP) and Data Validation Plans (DVP) for assigned trials
- Developing study databases including entry screens, edit check rules, and reference ranges
- Developing and maintaining guidelines and training documents and conducting end-user training
- Managing queries, performing data quality checks, and data cleaning tasks
- Providing data flow status reports to the Study Team and the Data Management Operations Lead
- Performing data linkage, reformatting, and subsetting
- Performing descriptive analysis, data relationship modeling, and measurement calculation
- Working with IT to ensure efficient and accurate data integration protocols are executed reliably
- Ensuring the process of collecting, cleaning, and managing data adheres to regulatory standards

## **Skills and Qualifications**

- BSc plus five years of experience in clinical trial data management or equivalent
- Experience with electronic data capture platforms such as InForm and REDCap
- Understanding of the principles of Good Clinical Practices (GCP)
- Experience with SAS, SQL, and reporting and data visualization tools preferred
- Experience using MedDRA for global events coding preferred
- Certification with SCDM preferred
- Strong mentoring abilities
- Strong communication skills and an ability to work independently and as part of a team

## **Covid-19 Vaccine Mandate**

This position is located within a health-care facility. Therefore, this position requires successful verification of full vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.