

DATA MANAGER (HALF-TIME) Specified Purpose Contract

Particulars of Office

Job Title: -	Data Manager
Reporting To: -	Research Manager
Hours: -	37 hours per week
Salary: -	Salary will be in accordance with the Department of Health grade V salary scale: €41,209 - €49,496 (FTE). This will be pro-rata for part-time staff.
Contract: -	This is a specified purpose contract and will end when the work assigned to this post ends or when the funding to support the project ends whichever event occurs first.
Notice: -	One months' notice in writing is required
Annual Leave: -	30 days per annum for FTE. This will be pro-rata for part-time staff.
Confidentiality: -	Officers are bound by the provision of Data Protection legislation and must preserve strict confidentiality concerning all identifiable information of which they become aware of during the course of their work. The confidentiality guidelines of the Registry must be read and signed by all officers, and breach of these guidelines will be sufficient grounds for dismissal.
Location: -	This post is based at the NCR headquarters in Cork.
Grievance & Disciplinary Procedures:-	These will be as agreed between management and staff.
	The terms of any relevant agreements concerning this grade between the Department Health and the Unions representing staff at the Registry will apply.

Job purpose

The primary function of this position is to oversee audit, quality assurance of a prostate cancer clinical registry within the National Cancer Registry Ireland and assess compliance with NCRI protocols.

Duties and responsibilities

Main duties

- Implement quality assurance processes and provide routine weekly reports to NCRI research manager and project manager
- Collaborate with the project manager to put in place routine data auditing processes
- Provide regular audit feedback and exception reports to research officers
- Collaborate with Dataset Support Officer to identify and implement improvements to databases for data collection
- Present findings of QA and audit work to study collaborators and NCRI staff
- Provide recommendations to improve data quality and completeness
- Review study documentation such as standard operating procedures, data dictionaries with a view to improving consistency and accuracy of data recording.
- Support the Research Manager in comparing data quality in the clinical registry to that of the NCRI and produce a report outlining the potential for integration of the two databases.

- Produce routine reports to IPCOR steering group on study progress including data collection progress, case ascertainment and survey response rates
- Put in place improvement initiatives to contribute to the smooth running of the IPCOR research study in both registration and survey work
- Prepare extracts for data release in collaboration with the statistician and research manager
- Participating in training as and when required; and
- Undertaking other related duties as assigned by management from time to time.

Allied duties

- Contribute to meetings, conferences, annual reports, publications, research funding applications as required

Person specification

Excellent interpersonal and communication skills in order to establish good working relationships with other IT manager, other data managers, research officers and other research staff to allow for effective multidisciplinary team working.

Also;

- Excellent analytical and problem solving skills
- the ability to plan and manage her/his own workload;
- the ability to work with a minimum of supervision;
- excellent attention to detail, including scrupulous concern for accuracy;
- a flexible approach; and
- ability to meet targets within define time frames

Qualifications and experience required for post

Essential

- A third level qualification (level 8) in a health science or IT discipline
- Two years relevant data management experience.
- Experience of database management and audit, development of standard operating procedures and data collection protocols
- Experience of working in teams and communicating complex information

Desirable

- Experience of SQL
- An understanding of cancer registration data
- A PhD in a related discipline

Application Procedure

Applications in the form of a CV (three copies), plus a covering letter (3 copies) describing how your qualifications and experience make you suitable for the post together with the names of at least two referees, should be submitted to:

Human Resources Manager
National Cancer Registry Ireland
Building 6800
Cork Airport Business Park
Kinsale Road
Cork, IRELAND

Applications by email will not be accepted.

The National Cancer Registry Ireland is an equal opportunities employer.