

Position Description

Position title:	Data and Analytics Manager (45 and Up Study, Research Assets)
Date established:	October 2020
Reports to:	Director, Research Assets
Direct reports:	Nil - TBD
Employment status:	9 months (maternity cover); 1.0 FTE, part-time also considered

Background

The Sax Institute is a leading Australian expert body in helping decision makers find and make best use of research to solve real-world health and social problems.

We connect individuals and organisations with research, we build research platforms that generate new knowledge for use in decision making, and we lead thinking and knowledge around how to ensure more research has a real-world impact.

We are a transformative organisation established to develop innovative ways of better connecting knowledge from research with those who can use it.

Division / Program Area – Research Assets

The Research Assets Division has primary responsibility for the following Institute goals:

- Build and maintain research assets that enable high-quality research and produce new knowledge for decision making
- Drive research that contributes to policy, program and service delivery decisions.

Research Assets include the 45 and Up Study, Study of Environment on Aboriginal Resilience and Child Health (SEARCH) and the Secure Unified Research Environment (SURE).

The 45 and Up Study is the largest ongoing study of health and ageing in Australia. Approved researchers conduct analysis using the Study data in SURE. The Study is a valuable resource for diverse population health research projects.

Purpose of position

The purpose of the Data and Analytics Manager position is to oversee the data and analytical capabilities and processes of the 45 and Up Study, provide methodological and biostatistical advice, produce and/or support the delivery of analytical outputs and manage a small team.

Key accountabilities

Key accountabilities	Performance expectations
Lead a small team of analysts and data managers and/or external contractors	<ul style="list-style-type: none"> • Develop clear workplans for analysts and data team in line with 45 and Up Strategic priorities • People Management activities including goal setting, skill development and managing staff leave requests to ensure adequate resourcing
Lead and provide oversight of data management and processes	<ul style="list-style-type: none"> • Ensure quality and timely data management, data entry, development of information for data users. • Ensure the strategy and work plan objectives and all client deliverables are met within agreed timeframes • Provide advice related to data including custodianship, utility, feasibility, issues etc • Develop and maintain data management plans and policies • Participate in internal committees as required
Provision and oversight of analytics	<ul style="list-style-type: none"> • Undertake analytical work to- ensure quality and accurate descriptive analyses, and delivery of more complex analytical outputs when required • Ensure complex analysis activities are undertaken with rigour and detailed in line with the expectations of stakeholders • Work closely with other teams, and provide direct analytical input and advice as required • Provide or source epidemiological input and advice as required • Contribute to 45 and Up peer-reviewed papers and reports
Contribute to external stakeholder engagement	<ul style="list-style-type: none"> • Build and maintain professional working relationships as required with Sax Institute stakeholders (for example data custodians, linkage units, researchers, and internal staff) • Contribute to strategic plan with may include communication increase researcher and analyst engagement

Qualifications, Skills, Experience and Personal Qualities - Selection Criteria

Essential

To be successful the Data and Analytics Manager should demonstrate the following technical and behavioural competencies:

- Postgraduate degree in Epidemiology, Biostatistics, Public Health, or a related area.
- Experience in data management of large datasets, including survey and linked data, Medicare Benefit Scheme (MBS) and Pharmaceutical Benefits Scheme (PBS)
- Highly developed data analytic and statistical skills and experience using Base SAS,
- Experience in the design and analysis of epidemiological studies using large, population-based datasets
- Experience working with administrative datasets
- Experience working with linked datasets
- High level organisational and time management skills with demonstrated expertise in managing competing priorities.
- Demonstrated understanding of dealing with sensitive data and principles

- Excellent interpersonal and communication skills, both written and verbal, and an ability to explain epidemiological and statistical concepts and methods to non-expert audiences.

Desirable experience

- Experience in supervising or managing Staff.
- Experience using a range of statistical packages
- Experience in survey design, survey data collection and management
- A strong interest in policy relevant applied research
- Analyst and author for peer reviewed publications
- Proven ability to contribute ideas and innovations, and develop and implement initiatives