



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Data Manager, Leeds Institute of Medical Research
Faculty of Medicine and Health



Salary: Grade 6 (£27,511 – £32,817 pro rata per annum)

Reference: MHCAP1167

Closing date: 17 October 2019

Fixed-term for 3 years - 50% fte

We are happy to consider job share applications and are committed to flexible working for all our employees

Research Data Manager

Section of Patient Centred Outcomes Research (PCOR)

Leeds Institute of Medical Research at St James's

Are you passionate about research that will benefit the lives of young people living with or after cancer? Have you got experience in data management and governance of research studies in a healthcare setting? Would you like to support the delivery of projects that put patient-reported outcomes at the heart of clinical practice in our NHS?

We are looking for an enthusiastic and experienced data manager to assist us in delivering a 3-year project funded by the Economic and Social Research Council (ESRC). The aim of our research is to enhance the care for people aged 16-39 who have had cancer, by understanding what leads to a successful or unsuccessful return to the social elements of life after cancer treatment. We will build an overall picture of the range of employment, education, social development and wellbeing outcomes seen after young people develop cancer. We will work together to analyse existing general population and cancer population data and deliver a new prospective cohort study as well as patient and public engagement.

Main duties will include working with others to devise and implement data management policies and procedures into a plan, ensuring and reporting ongoing data completeness for analysis, managing study data flows between clinical services and the research team, entering data, curating the quality of study data, monitoring study progress quality and adherence to the project protocols, and feeding back data summaries and updates to the local and wider team in Leeds and London.

The appointed data manager will work closely with the project Research Fellows and under the guidance of the principal investigator (Dr Dan Stark). They will have the support of medical and nursing colleagues in Leeds Teaching Hospitals NHS Trust. Effective organisational, interpersonal and communication skills are essential.



What does the role entail?

As Data Manager your main duties will include:

- Responsibility for the day to day data management of the project
- Working both independently and as part of a larger team of researchers and stakeholders
- Maintaining the project website with the support of other members of the team
- Supporting the delivery of day-to-day research activity relevant to the project including the data support needed for the study protocols, ethics and research governance approvals, maintaining study data and relevant documentation.
- Carrying out duties in accordance with standard procedures and study protocols and ensuring relevant governance and ethical rules are adhered to at all times.
- Reviewing and developing procedures and guidelines relating to data entry, verification, validation, storage and retention in conjunction with the Research team.
- Ensuring data is collated, validated and verified onto the study databases in a timely and accurate manner and coded appropriately;
- Maintaining an overview of projects including timelines, databases, Case Report Forms (CRFs), data collection and planning for data analysis.
- Utilising relevant IT systems and software to track data and log relevant information/ updates;
- Working effectively as part of the project team and preparing data updates for meetings and/or the study team as requested;
- Taking an active part in your own annual professional development and assessment processes, setting personal goals and working to deliver them.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to Dr Dan Stark, Associate Professor of Cancer Medicine



What will you bring to the role?

As a Data Manager you will have:

- A degree in a scientific subject (or equivalent qualification) or be able to demonstrate an equivalent level of experience;
- Experience in data management and governance of clinical research studies in a healthcare setting including knowledge of current data protection regulations, Good Clinical Practice (GCP) and other relevant clinical and data protection guidelines;
- The ability to work within a multi-disciplinary team and to foster good working relationships with other health professionals;
- Willingness to learn to identify and extract data from clinical records which contain medical terminology;
- Good interpersonal and communication skills, both written and verbal and the ability to communicate effectively with a wide range of stakeholders, including dealing with enquiries and producing reports;
- A proven ability to work well both individually and in a team using own initiative and applying knowledge to practical situations with minimal supervision;
- Good time management and planning skills, with the ability to meet tight deadlines with a high level of accuracy and attention to detail;
- Computing skills with competent use of MS office applications and databases;
- Knowledge of the ethical and research governance procedures for studies conducted in the NHS;
- Demonstrated ability to prioritise, successfully manage and complete projects;
- Excellent IT skills including proficiency in Excel, Word, database packages and an aptitude for data-handling e.g. electronic and other methods of data capture.

You may also have:

- Experience in the development and implementation data management guidelines;
- Demonstrable statistical experience in manipulating large datasets to provide summary data analytics;
- Skills in the creative presentation of data to engage various audiences;
- A Master's degree in a relevant discipline.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Dan Stark, Associate Professor of Cancer Medicine

Tel: +44 (0)113 206 8970; Email: d.p.stark@leeds.ac.uk

Dr Oana Lindner, Research Fellow in Psychological and Social Medicine

Tel: +44 (0)113 343 2722; Email: o.c.lindner@leeds.ac.uk

Additional information

Find out more about the [Section of Patient Centred Outcomes Research \(PCOR\)](#).

Find out more about the [Faculty of Medicine and Health](#) and [Leeds Institute of Medical Research at St James's](#)

Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

We welcome applications from all suitably qualified persons. People with lived experience of cancer, members of minority ethnic groups and disabled people who meet the 'essential criteria' for this position, are encouraged to apply.



Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires a standard criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information](#)

