

UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE: Data Manager/Research Fellow (permanent, full time).
DEPARTMENT: National Poisons Centre.
SCHOOL / DIVISION: Division of Health Sciences.
REPORTS TO: Director, National Poisons Centre.

1. PRIMARY PURPOSE OF THE ROLE:

To manage, examine, and critically evaluate administrative health data collected by the National Poisons Centre (NPC), while contributing to the NPC research programme to better understand poisoning epidemiology, support public health surveillance, and improve knowledge in New Zealand.

2. ACCOUNTABILITIES:

Data management:

- Responsible for the maintenance of NPC data analysis systems and procedures.
- Responsible for documentation describing the data and its collection processes.
- Contribute to quality assurance and quality improvement processes in data collection and systems underpinning data management.
- Contribute to preparation of required reports that are service deliverables.
- Identify, monitor, and to prepare reports on key trends within the data.
- Conduct analyses using the data.
- Respond to ad-hoc data requests as directed by the NPC Director.
- Collaborate with external partners in data-focused projects.
- Contribute to data confidentiality and integrity practices according to institutional guidelines and regulatory requirements.

Research:

- Contribute to the NPC research programme through original research.
- Maintain ethical approvals and locality authorisations as applicable to meet University of Otago and other research integrity requirements.
- Identify opportunities to maximise research outputs from NPC activities.
- Publish research outputs in peer-reviewed journals and present at scientific meetings.
- Actively participate in University and wider research networks.

3. KEY RELATIONSHIPS:

Internal:

- NPC Director.
- NPC Service Delivery Manager.
- NPC Medical Toxicologists.
- NPC Poisons Information Specialists.
- NPC Poisons Information Officers.

External:

- Project and research collaborators.
- Other national stakeholders.
- International poisons centres professionals.

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- Post-graduate degree in pharmacy, pharmacology, toxicology, public health, or related discipline.
- Advanced experience analysing quantitative data using statistical software.
- Advanced experience managing large and complex datasets.
- Demonstrated ability to work effectively as part of a team and independently.

Preferred:

- Experience working at a poisons centre.
- Experience writing scientific reports and academic manuscripts for publication.
- Experience developing and completing research projects independently, including applying for ethical approvals (Māori consultation dialogue and locality authorisations), and presenting research at academic conferences.
- Experience working with sensitive health data.
- Experience performing data quality assurance and improvement processes.
- Experience of developing and maintaining a data dictionary of key data variable content and changes over time.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Advanced knowledge in using statistical software package (e.g. R or similar), ability to create and quality-assess own code for analysis of data.
- Advanced proficiency using Microsoft Office suite programs (esp. Excel pivot, dashboard, power queries)
- Strong verbal and written communication skills.
- Rigorous documentation practices and organizational skills for storing documents and data securely according to University of Otago confidentiality practices.

Preferred:

- Advanced knowledge of toxicology including substance/product classifications.
- Knowledge of health information privacy standards and ethics of working with protected health information.
- Knowledge of ethical research conduct and data confidentiality and integrity practices.
- Knowledge of regulatory processes and assessments relating to medicine/chemical safety.
- Creation of PowerBI or other dashboards for interactive visualisation of data.
- Advanced use of Microsoft cloud-based applications (incl. Sharepoint, Teams, Azure).

6. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to Te Tiriti o Waitangi/the Treaty as articulated in the Māori Strategic Framework.

7. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

8. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.