



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Clinical Database Manager				
DEPARTMENT(S)	Community and Health Research Unit, College of Social Science				
LOCATION	Brayford Campus				
JOB NUMBER	CSS432	GRADE	6	DATE	June 2019
REPORTS TO	Prof A. Niroshan Siriwardena				

CONTEXT

This post will be based in the Community and Health Research Unit (CaHRU: <http://cahru.org.uk/>), the research centre in the School of Health and Social care based in the College of Social Science. The University of Lincoln looks to the future and seeks to serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. CaHRU's mission is to increase people's health and well-being by improving the quality, performance and systems of care across the health, social and third sector care services through our world-leading interdisciplinary research with service users and health service professionals and organisations. This is a 1-year full-time fixed term post which will contribute to research studies conducted by CaHRU staff involving clinical trials or large datasets.

JOB PURPOSE

The Clinical Database Manager (CDM) will be involved in all aspects of database management and related activities, supporting research within the primary, prehospital and acute care quality themes of CaHRU under supervision of its director.

Based at the University of Lincoln's Brayford Campus the CDM will collaborate with team members and external partners to ensure data are collected, managed, analysed and reported clearly, accurately and securely. She/he will work on current and future studies to ensure that the right information is collected during studies (including clinical trials), that data are accurate. This will be achieved through careful design of data collection tools and software, methodology for interrogating the data, analysis and close liaison with the other study management functions.

She/he will also work closely with the CaHRU team and other academic collaborators on developing and delivering research studies linked to the aims of the research centre. The post holder will linking with partners and key stakeholders, to promote the services of the centre, identifying and securing relevant funding opportunities, and managing data centred projects.

KEY RESPONSIBILITIES

Research

The CDM will be required to undertake the following activities:

- Project management involving clinical databases;
- Collaborating with other team members to ensure data are collected, managed and reported clearly, accurately and securely;
- Coordinating development of new databases including designing data collection tools and software;
- Establishing standards, guidelines and quality assurance for database management systems and their deliverables; capacity planning; data maintenance and the security policy;
- Assisting researchers with creating user interfaces for studies, and participating in quality assurance exercises;
- Working with scientists to export data for use in other software packages;
- Preparing data for analysis and undertaking initial analysis;
- Develop processes to allow access to data by external parties, implementing an 'open data' policy;
- Testing current databases and modify them as necessary to correct errors;
- Train other staff in use of databases, software and operating procedures;
- Managing data projects;
- Planning own day-to-day activity within the context of the required research.
- Contribute to the production of research outputs, including data analysis, reports, papers and other publications, and preparation for and presentation at international research conferences.

Liaison and Networking

- Liaise with internal and external collaborators and with colleagues internally and externally, maintaining positive and effective working relationships. This may include liaison with senior personnel in other organisations including collaborators, sponsors, patients, carers and health professionals.
- Participate in internal research activities, including seminars, research meetings and continuous professional development activities.

Relationship management

- To work with contacts, partners and stakeholders across sectors of interest to the University, promoting the work of the wider centre, as well as identifying any new opportunities for collaboration.
- To act as a key contact for project delivery, where appropriate establishing working groups / temporary teams to meet the resource needs of each project activity and ensure cohesion of project delivery.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The CDM will be involved in all aspects of database design, management and related activities. The CDM will work primarily on studies involving databases, through careful design of the data collection tools, methodology for interrogating the data and close liaison with the other study management functions. The CDM will also be responsible for supporting preparation of reports, conference abstracts, presentations, and journal papers and contributing more widely to the work of the Community and Health Research Unit.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Professor of Primary & Pre-hospital Health Care; director of Research Centre• Research group leads• Head of School• Other academic staff within the Departments involved	<ul style="list-style-type: none">• Research collaborators• Patients and carers• Health Professionals• Sponsors



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Clinical Database Manager	JOB NUMBER	CSS462
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Honours degree in relevant subject (1 st , 2.1) or equivalent	E	A
Master's degree in relevant subject	D	A
Experience:		
Experience of primary care and/or prehospital research	E	A/I
Experience of database design, management and related activities	E	A/I
Experience of multi-tasking to work on multiple projects at the same time.	E	A/I
Experience of conducting interviews or surveys	E	A/I
Skills and Knowledge:		
Strong understanding of relational and conventional database technology, tools and techniques, standard operating systems, database products and needs, and performance and tuning techniques.	E	A/I
Excellent written communication, including the ability to write reports and research outputs	E	A/I
Ability to prioritise own workload and work to specified deadlines under pressure	E	A/I
Demonstrated ability to maintain accurate records and meet or exceed centre and university goals.	E	A/I
Competencies and Personal Attributes:		
Flexible approach to workload	E	I
Ability to work on own and as part of a team	E	I
Enthusiasm and commitment	E	I
Business Requirements:		
Three or more years of experience as a database manager preferred.	D	A

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	A N Siriwardena	HRBA	HA
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