

ROLE PURPOSE: Data Manager



Our Vision

We see a world in which no person is needlessly or visually impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment

As a permanent employee, you will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work in the country where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

Role Title: Stronger SAFE Data Manager	Division: Programs	Location: Shashemene	Date: June 2022
Employment type: Full time Fixed Term	Reports to: Stronger Safe Project Manager	Number of direct reports: NIL	Leadership Band: Leads Self

Purpose of the role

Under the overall supervision and guidance of the Stronger SAFE Project Manager, the Data Manager will be responsible for the followings:

- The distribution, reception, storage and retrieval of electronic and paper study forms, and all aspects of local data management of the programme. This will include developing, organizing and implementing quality control and data cleaning processes for the project database, requiring close liaison with the Project Manager and Trial Statistician to ensure that the data are of high quality and are processed in a timely fashion.
- The post holder will also work with the data clerk to agree the scheduling of data entry and verification.
- The post holder will work with the project staff to design data collection tools, monitor the quality of collected data, and organize the data management process. This will involve responsibility for the development, testing and passing as fit for purpose of study data collection instruments. This will include version control implementation.
- The post holder will have a good understanding of study procedures and field work is needed.
- Close attention to detail and efficient organization will be required to monitor the cleaning process and follow all queries through to resolution or to designation as insoluble.
- This work will include involvement in the development and adherence to Stronger SAFE standard operating procedures (SOPs).

Key areas of accountability include:

- Project Implementation
- Team Contribution
- Values and Behavior
- Health, Safety and Wellbeing
- Child Protection

Core Responsibilities

- In collaboration with the Stronger SAFE team, create databases and/or update existing project databases when modifications are made in data collection.
- Be responsible for data quality, by checking for validation, completeness and inconsistencies, raising, and resolving of queries and keeping track of any paper audit trails.
- Monitor the error rate in form completion by field workers and liaise with the Project Manager to resolve any problems that are identified.
- Be responsible for extracting and querying data in databases.
- Update electronic questionnaires in ODK and the related databases and variable lists when any modifications are made to data collection processes including version control procedures.
- Prepare basic statistical data summaries for reporting purposes.
- Monitor the quality of data collected by the data collection team
- Coordinate and contribute to data entry where needed and time allows.
- Contribute to the maintenance of Stronger SAFE data management plans (DMP)
- Advise senior colleagues on data management needs
- Ensure all study documentation are in order and filed in the Trial Master File according to Stronger SAFE SOPs.
- Be responsible for cleaning required meta data for all datasets generated and storing on the secure server at LSHTM.
- Assist the Project Manager in the preparation of reports for Trial Monitors, ensuring that forms are available and refilled appropriately following the completion of monitoring.

Team Contribution

- Constructively contribute and collaborate with all colleagues.
- Delivery high quality work that supports our global operating environment.
- Demonstrate compliance with all legislation, The Foundation's policies and procedures, and the requirements of Good Clinical Practise (GCP).

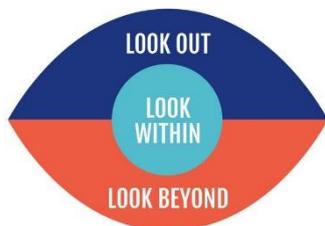
Values and Behavior

- Show an active interest in and commitment to Trachoma Elimination in Ethiopia.
- Promote and role model appropriate behavior to support The Foundation's culture, performance and brand.
- Actively support The Foundations commitment to the principles of diversity and inclusion.
- Actively demonstrate the organizational values:
 - **Integrity:** We stand up for what is right
 - **Collaboration:** We are stronger together
 - **Empowerment:** We make a difference
 - **Action:** We focus on results

Compliance and Planning

- Actively participate in the preparation, implementation and reporting of plans and forecasts in line with agreed measures and timeframes.
- Demonstrate compliance with all legislation, The Foundation's policies and procedures, and the requirements of Good Clinical Practice (GCP).
- Undertake training as required and agreed with manager.
- Promote and model appropriate behavior to support The Foundation's culture, performance and brand.

Our Capabilities:



As a member of the Foundation Family you will:

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- University Degree in in a discipline that includes data handling and/or numeracy. E.g. Computer science, engineering, statistics or equivalent practical experience.
- Experience in data management.
- Clear attention to detail and good record-keeping skills.
- Familiar with electronic data capture systems.
- Able to use different database systems such as MS Access.
- Able to use statistical programme such as SPSS, EpiInfo, STATA.
- Excellent experience in data management and storage.

Skills:

- Excellent proficiency in Word, Power Point, Access, Excel.
- Accurate and fast data entry.
- Excellent team and independent work skills.
- Proficiency at troubleshooting data and technological issues.
- Able to communicate well in English - reading, speaking and listening.
- Local knowledge of Oromia context.
- Eligibility to work in Ethiopia.
- Willingness to be based in Oromia with frequent visits to

Desirable Experience:

- At least 3 years of experience working with data.
- Previous experience working in medical research.
- Evidence of previous achievements in either a work-based or non-work-based setting.
- Ability to construct ODK forms (or similar electronic data capture system, with transferable skills).

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- Preparedness to undergo background checks including Criminal records check and qualifications check.

Qualifications:

- Minimum University Degree in Information Technology, Computer Science and related field of study

Travel: Domestic/International

The position involves:

- This position is recognised as having “Contact with Children” either direct or indirect

Additional Responsibility: