

A more equitable world through better health.



POSITION DETAILS

TITLE	Research Data Officer
CLASSIFICATION	RA3 – RA6: \$92,247 - \$104,663 + super + salary packaging
TIME FRACTION	0.8 - 1.0 (optional)
CONTRACT TYPE	2 Year Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Research Data Systems Manager
DIRECT REPORTS	Nil
LAST UPDATED	August 24

POSITION SNAPSHOT

The Research Data Officer (RDO) is a key role in supporting a large multi-country study - [PEARLS](#) - to ensure that data integrity and data quality are of the highest standard. The RDO will support the development and implementation of electronic data capture tools in REDCap, producing manuals, performing data monitoring, reporting, visualisation and curating data-sets for the study. They will work closely with multi-disciplinary teams at Burnet and international collaborators, including trial managers, data managers, healthcare workers, researchers, and statisticians to ensure the quality of the data.

In addition to the PEARLS study, the RDO will support data management activities and advise other research teams across the institute to implement best practices to ensure research data is efficiently and effectively utilised and compliant with ethical standards, privacy, data management policies and industry expectations.

KEY RESPONSIBILITY AREAS

1. Perform data monitoring and quality checks for the PEARLS study including preparing weekly/monthly/ad hoc reports/data, reviewing data quality and querying data
2. Contribute to development and maintenance of study databases and any other databases or systems that are required for the efficient running of the study
3. Participate in PEARLS co-ordination and data monitoring meetings with the Burnet team, project sponsors and international research collaborators.
4. Building/maintaining reports/visualisations in relevant tools (e.g. R, Power BI)
5. Contribute to manuals and training materials for data related aspects of research projects
6. Support research teams across the institute in all aspects of research data management, including data management planning, collection, processing, curation, record linkage and publishing/archiving data
7. Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Degree in statistics, data science, information systems, computer science, science or other equivalent studies	Essential
2.	A minimum of 2 years of post-study experience in using programming languages (e.g. R, Python) or statistical packages (e.g. Stata) to perform data management tasks	Essential
3.	Understanding of the research data life cycle	Essential
4.	Experience with Electronic Data Capture tools, such as REDCap	Essential
5.	Experience with data visualisation tools (e.g. Power BI, R) or proven ability to quickly learn these technical skills	Essential
6.	Experience in producing training material and other research documentation (e.g. data management plans, study protocols)	Essential
7.	Excellent interpersonal and collaboration skills with the ability to understand different contexts, perspectives and requirements.	Essential
8.	Experience in health research or international development project environments	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us

invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	No Contact With Children
---------------------	---------------------------------

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au