UNIVERSITY OF CAMBRIDGE

FURTHER PARTICULARS

DATA MANAGER

The University of Cambridge
The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement and research. Cambridge comprises 31 Colleges and more than 150 departments, faculties, schools and other institutions plus a central administration.

The Department of Public Health and Primary Care (DPHPC)
The Department is one of Europe's leading academic departments of population health sciences, top-ranked in Epidemiology and Public Health in the UK Research Assessment Exercise 2001-2008. It has been headed by Professor John Danesh since 2001 and comprises over 330 people.

Cardiovascular Epidemiology Unit
The post-holder will be based in the Cardiovascular Epidemiology Unit (CEU) (http://www.phpc.cam.ac.uk/CEU/), an internationally recognised interdisciplinary group based within the DPHPC and directed by Professor Danesh. It currently comprises about 50 staff and students, including epidemiologists, statisticians, physicians, geneticists, nutritionists, and data managers. The work of the CEU focuses on the prevention of cardiovascular disease by identifying and evaluating risk factors in large-scale epidemiological studies.

The traditional strength of the CEU has been its work on soluble biomarkers. Further initiatives are extending the work to: 1) applied genetic studies to evaluate the likelihood of causal associations of biomarkers / pathways with cardiovascular disease ("Mendelian randomisation analyses") 2) risk assessment and screening, with a focus on biomarkers and genetic factors (including related issues such as cost-effectiveness) 3) gene-lifestyle interplay 4) "systems biology" for epidemiology (eg, multiple layers of "omics" in the same participants: metabolomics, dense candidate biomarker profiling, genomewide association data, whole-genome sequencing) and 5) global vascular health, with a particular emphasis on South Asian populations. These programmes of research are supported by the MRC, Wellcome Trust, European Research Council, British Heart Foundation, US National Institutes of Health, industry, and other sources.

The post-holder will be an experienced Data Manager who will be responsible for developing and maintaining databases for the following trial:

The INTERVAL study
A recent CEU pilot study (Cambridge CardioResource: Principal Investigator, Danesh) tested the feasibility of collecting research samples and data, within the national blood donation service, for the study of genetic and environmental influences on cardiovascular diseases. The success of this study has led to a new collaborative randomized controlled trial in 50,000 donors between University of Cambridge (DPHPC and Department of Haematology), University of Oxford and NHS Blood and Transplant (NHSBT). The main objective of the trial is to determine whether the interval between blood donations in England can be safely and acceptably decreased. Added value will be provided by this trial's creation of a national epidemiological bioresource.

Post	**Data Manager**
Summary of Role	The main role of the post holder will be to develop and maintain databases for the trial, and provide data to other collaborators and researchers.
Location	Department of Public Health and Primary Care, Strangeways Research Laboratory, Worts Causeway, Cambridge
Terms and Conditions	Research Staff
Salary	£27,428 - £35,788
Grade	Research Associate, Grade 7
Hours of work	37hrs
Limit of tenure	2 years
Annual leave	33 Days plus BH's
Pension	Staff Pension Scheme available
Miscellaneous	
Closing date for applications	Friday 20 January 2012
Expected date for interview/selection	Interviews being held between 30 January and 10 February 2012
How to apply	Informal enquiries can be made to Dr Carmel Moore (csm47@medschl.cam.ac.uk) Formal applications consisting of a covering letter, CV and a completed CHRIS 6 Form (available from http://www.admin.cam.ac.uk/offices/hr/forms/chris6/) should be sent to Sarah Drummond preferably by email (sd520@medschl.cam.ac.uk),, or by post to: Department of Public Health and Primary Care, Strangeways Research Laboratory, Worts Causeway, Cambridge CB1 8RN.

Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Keith Hoddy, who is responsible for recruitment to this position, on 01223 741380, by email on kh446@medschl.cam.ac.uk or by post to the Department of Public Health and Primary Care, Strangeways Research Laboratory, Worts Causeway, Cambridge CB1 8RN.

For additional guidance and information, applicants can contact the University's Disability Resource Centre either by telephone on 01223 332301, by email on ucam-disability@lists.cam.ac.uk or by post to DRC, Keynes House, Trumpington Street, Cambridge CB4 1QA.

Further Information

There is a range of information which you may find helpful on the University's website: www.cam.ac.uk/jobs/. This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.

Attachment: CHRIS/PD33 Part 2 – Role Description

Role Description

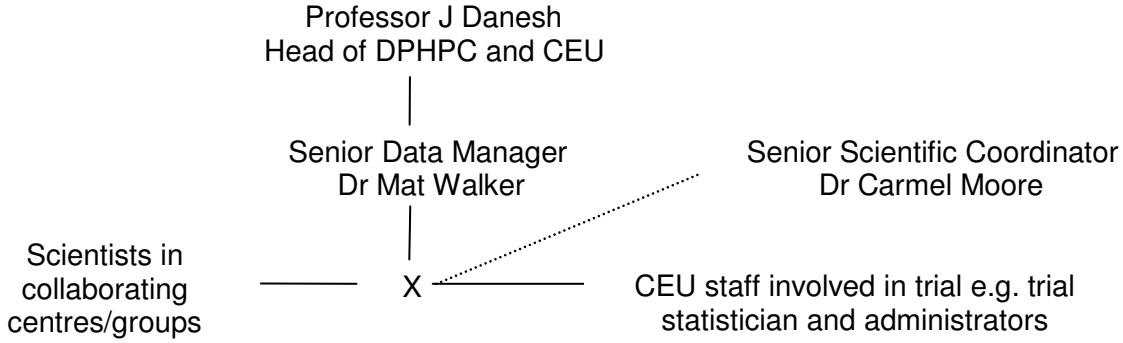
Role Identification

Faculty / Department	Department of Public Health and Primary Care	Role Code Number (if any)	
Position title	Data Manager	Date of last revision (dd/mm/yyyy)	
Probation period	6 months	Grade (completed by Grading & Reward)	

Dimensions of the role

The post holder will report to, and work under the direction of, the INTERVAL Trial's Senior Data Manager (ultimately reporting to the Head of DPHPC and CEU). This post holder is required to work on the INTERVAL project involving the management of data generated in a randomised controlled trial in 50,000 blood donors, funded by NHS Blood and Transplant (NHSBT). Recruitment of blood donors will be done at 25 blood donation clinics across England. The post-holder will work with the Trial's Senior Data Manager to develop and maintain databases for the randomisation of participants and for the collection of data on trial treatment and safety, clinical characteristics and data retrieved from online questionnaires and blood samples. In addition, they will also be required to supply this information to other researchers and collaborators on request.

Organisation chart



Line manager position title	Senior Data Manager
Line manager position reference number	

Checks required

The checks required for employment at the University are dependent on the role and/or the location. This box indicates the checks that are necessary for this particular role. Any offer of employment will be conditional on satisfactory completion of these checks. In line with legislation, all applicants must be able to demonstrate a right to work in the UK.

	Yes	No
Right to work in UK	X	
Criminal Records Bureau		
Occupational Health	X	
Security		
NHS Honorary Contract Required	X	

Role Purpose

The main role of this post is to assist in the development and management of the INTERVAL Trial databases and other study databases as required.

Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
1	To establish, develop and maintain study databases.	30
2	To help establish computer programs to streamline study procedures and to check data rigorously for errors and inconsistencies.	15
3	To resolve data errors and inconsistencies by liaison with the relevant internal members of the study team and external collaborators.	15
4	To facilitate data transfer between the research team, study stakeholders (e.g. NHSBT) and scientific collaborators in accordance with data transfer agreements (where applicable).	15
5	To collate information into the databases from the laboratory or from medical records, ensuring all data is appropriately stored, updated and transferred to enable statistical analyses to be conducted.	10
6	To contribute to reports, presentations and publications by preparing numerical and graphical summaries using relevant computer software.	10
7	Reviewing, analysing and presenting information based on data from the study, plus other projects if requested.	5

Person profile
Essential knowledge, skills and experience required for role

Education & qualifications	Post-graduate qualification preferably in mathematics, science or computing based disciplines
Specialist knowledge & skills	Experience in database design Experience in automated database scripting and QC checking Experience in manipulating large databases Ability to ensure accuracy and rigour in all areas of work Sound knowledge of Microsoft Office, including Word, Excel and Powerpoint
Interpersonal & communication skills	Excellent interpersonal skills to ensure good oral and written communication between researchers, clinical genetics staff, etc. Systematic and rigorous approach to work Ability to work unsupervised and under own initiative Ability to work in a team environment
Relevant experience	Experience in SAS programming Sound knowledge of data security and secure networks
Additional requirements	Experience of research in a medical environment Ability to work to deadlines High level report writing and presentation skills Able to deal appropriately with confidential information

Desirable knowledge, skills and experience for role

Education & qualifications	
Relevant experience	Other structured programming experience (e.g. Java, VB) Web development
Additional requirements	