HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

NOTES
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Data Manager
Job title (HR Business Partner to provide)	Data Manager
Position grade (if known)	PC9	Date last graded (if known)	
Academic faculty / PASS department	Health Science
Academic department / PASS unit	Surgery
Division / section	Neurosurgery
Date of compilation	Sept 2024

ORGANOGRAM
(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)

Professor Anthony Figaji
SARChI Chair of Clinical
Neurosciences and
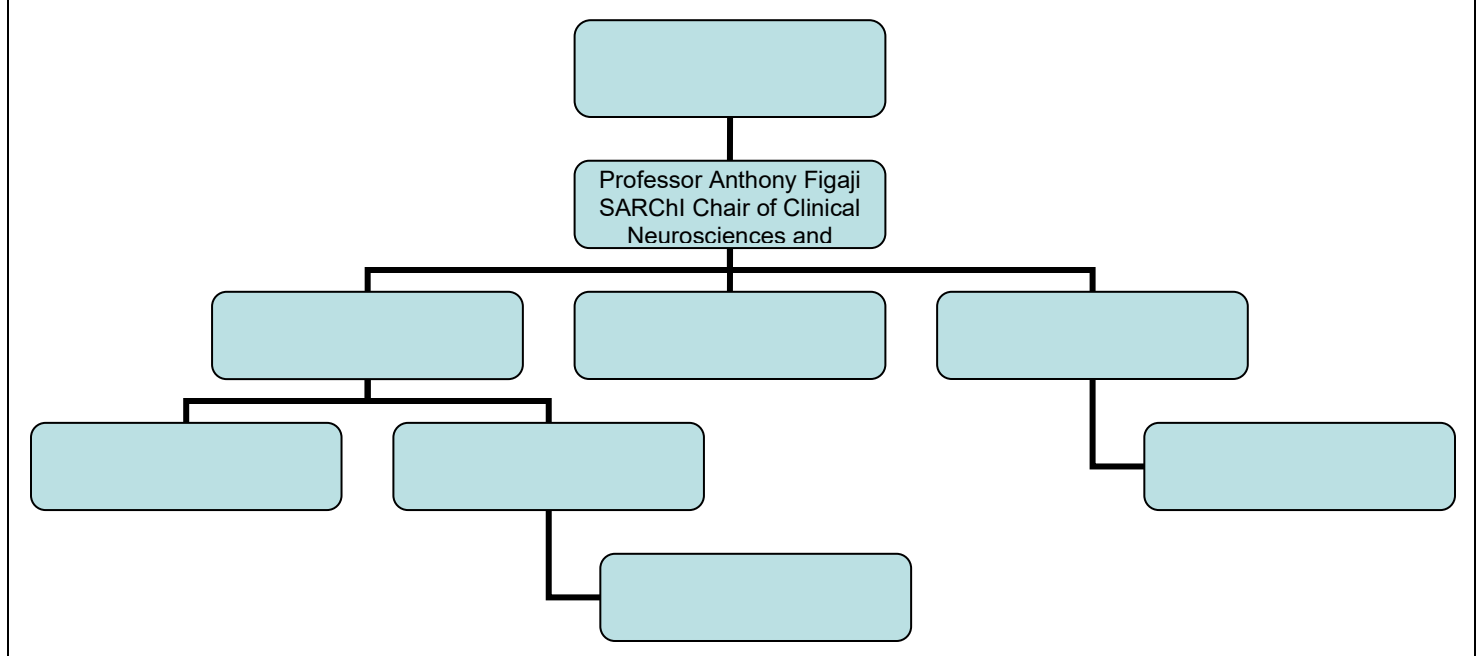
PURPOSE

The main purpose of this position is:

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The data manager will be responsible for the daily management of the African Brain Child's (ABC) data at the university of Cape Town (UCT). This will entail, data collection, harmonizing and merging large datasets from numerous diverse sources, running data quality checks and liaising with members of the ABC team regarding data quality, as well as providing data and data management support to ABC members.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Administration	30%	Assist with data entry and ensure the accurate maintenance of databases Facilitate communication and coordination with UCT REDCap Perform administrative tasks related to data management activities. Provide weekly data reports to the management team.	The ABC data is collected accurately and timeously. All work is up to date and support is provided to the broader ABC team.
2	Data Management	30%	Responsible for all day-to-day management activities, including liaising with study investigators and students. Provide data management support to ABC staff and students. Draft Standard Operating Procedures (SOPs) for all aspects of data collection, capture, management and monitoring. Receive and process data requests from investigators, extracting specific data as needed. Extract study data from various database, input and collate data into research registries and databases, ensuring data is prepared for interim or final analysis. Design and implement training for new staff and students. Ensure the timely, accurate and proper collection of data from other study sites and integration into overall study database.	Datasets are received timeously. Updated datasets are available for analysis. The ABC team can provide up-to-date data for research partners, international collaborators and funders. SOPs are developed for all aspects of data collection. Datasets that meet the specified criteria are sent upon request from investigators A comprehensive final dataset is provided to the investigator or statistician. New staff and students trained effectively. Data across multiple projects is collected accurately and in a timely fashion.

3	Data quality and control	30%	Perform data quality control and coordinate with team members to address quality issues and errors. Backup databases regularly to ensure data safety in case of corruption or system failure. Compare case report forms (CRFs) with database entries to verify the accuracy of data entry. Ensure the comprehensive and accurate collection of data in sample management systems and laboratory management systems.	Data for the ABC project is meticulously collected according to well0defined procedures for data processing and management, complete with thorough documentation of all processes and activities. Both Sample and laboratory databases are meticulously maintained ensuring accuracy and completion
4	Design of data infrastructure	10%	Develop data structures within an appropriate database management system. Implement security protocols, access control measures, user identification systems, and manage third-party access. Collect study requirements from investigators and use study protocols to design CRFs. Create a data dictionary document that defines tables, variable names, data types and formats. Review study protocols draft a comprehensive data management plan.	Data dictionary created and distributed to relevant parties. Databases developed and implemented according to standard protocol.

MINIMUM REQUIREMENTS

Minimum qualifications	NQF Level 6, diploma in computer science/ data science/ information technology
Minimum experience (type and years)	At least 2 years' experience in data and data quality management At least 2 years' experience working with database management systems At least 2 years' experience in building and maintaining databases Proficiency in using REDCap for both data collection and database development Strong competency with Microsoft office suite, particularly with Excel Experience in quality control and technical communication
Skills	In-depth knowledge of REDCap Demonstrated expertise in data management and data cleaning SOP and data management plan development Data management systems Ability to perform data collection, entry and cleaning at various levels to ensure data accuracy Strong quantitative and analytical skills to be able to communicate findings clearly and effectively to the management team.
Knowledge	In-depth knowledge of REDCap is required Knowledge of Excel is required Knowledge of Biostatistics will be advantageous
Professional registration or license requirements	N/A
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/ problem solving	2	Decision making and judgement	2
	Professional knowledge and skill	2	Research support skills	2
	Teamwork	2	Quality commitment	2
	Collaboration	2	Communication	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Directly responsible for data capturing, data collection and data quality.
Amount and kind of supervision received	Line manager
Amount and kind of supervision exercised	N/A
Decisions which can be made	Decisions related to optimal functioning of the data systems
Decisions which must be referred	Data sharing

CONTACTS AND RELATIONSHIPS

Internal to UCT	Investigators, students, research team.
External to UCT	Collaborating data management teams.