

JOB DESCRIPTION

Job Title: Data Team Administrator

Grade: D

Accountable to: Data Team Leads

Supervises:

Liaises with: Data Team, Researchers

Minimum qualifications: Diploma in Data or IT related fields or Administration

Hours: 08.00 am - 5.00 pm Monday to Friday. However, hours are expected to be flexible to ensure scientific and educational targets are achieved

Main objectives of the Post:

To be responsible for providing administrative support to the MEIRU Data Team. He/she will be involved in activities associated with forecasting, planning, and managing of research data by performing some or all of the following: scheduling and minuting meetings, maintaining a log of data requests and liaising with researchers, and programming and data management team to ensure delivery and meeting of milestones, communicating with external researchers regarding data requests, maintaining a log of data transfer agreements and data transfers.

Main Duties:

1. Organizing, arranging and coordinating meetings, and taking notes
2. Develop and maintain a system for filing, versioning and organisation of all data team documents, including data collection tools, data management plans and data documentation
3. Keeping track of tasks assigned to the department and correspond with team members to get updates
4. Maintain a data record for each study to assist in ensuring all tasks are completed before data capture starts
5. Filing and organisation of programming change requests
6. Filing and organisation of data requests
7. Develop and maintain a system to keep track of data used in publications, including communication with internal and external scientists
8. Keeping track of records for samples sent to external labs and their return
9. Copying data across sites
10. Ensure new scientists at MEIRU receive appropriate data team documents, and set up induction meetings with senior data staff as required
11. Collaborate with IT and other departments to ensure data security and compliance with data protection regulations.

Essential

- Experience with general office administration procedures
- Skill in organising resources and establishing priorities.
- Interest or expertise in Data and IT
- Understanding of data and databases
- Confidence with computer programs including including MS-Word and excel (or similar)
- Able to maintain confidentiality
- Work under own initiative and proactively identify tasks to complete
- Good spoken English and other relevant local language(s)
- Confident and respectful oral and written communication skills with internal and external colleagues with different levels of experience and different backgrounds
- Attention to detail and accuracy

Desirable

- Experience with administration of research projects.
- Knowledge and understanding of scientific research methodology, principles, and procedures.
- Experience with database programs such as MS Access or similar
- Familiarity with data protection regulations and best practices.

SALARY AND CONDITIONS OF APPOINTMENT

Salary will be on Grade D of our salary scale depending on qualifications and experience and subject to the terms and conditions of service.

