Burnet Institute
Medical Research. Practical Action.

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Senior Data Analyst
Position Number	
Classification	Senior Research Fellow ($102,000-$115,000 per annum)
Location	85 Commercial Road Melbourne
Effective Date	August 2018

Purpose:

The Senior Data Analyst will lead the conduct of data analyses and writing of research papers, as well as support the quantitative design and evaluation of other studies and trials related to research and implementation towards the elimination of hepatitis C in Australia.

The Eliminate Hepatitis C program, aims to increase HCV treatment uptake among key risk populations, including people who inject drugs (PWID) with the overall aim of achieving elimination of Hepatitis C from Australia by 2030. As part of this role, you will support the EC project team in planning, implementation and management of the data systems and evaluation activities to inform evidence based decision making for program scale up.

Participation in the wider activities of the Viral Hepatitis Elimination Research Program and the Disease Elimination Program more broadly is expected.

Supervision Reporting Relationships:

This positions' supervisor/manager	Professor Margaret Hellard / Professor David Wilson
Other positions reporting to this position	N/A

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

	Key Responsibility Areas	
1.	Data Analysis	Curate and process confidential data and information according to guidelines.
		Create, manipulate, and merge large and complex data sets.
		Develop, write, execute, test, debug, implement, modify and support new data analyses in support of research projects using traditional and advanced methods.
		Develop machine learning algorithms and smart applications that enable colleagues and partners to make better decisions and perform more efficiently in their tasks and allow for their swift integration into project implementation systems.
		Support study design, statistical power and sample size, and analyses for adaptive community studies.
		Develop and maintain project management plans in consultation with the study

	Key Responsibility Areas	
		principal investigators and program coordinator.
		Ensure maintenance of high scientific and ethical standards across projects.
		Present project progress reports.
2.	Reporting and publications	Summarize and communicate results of analyses to colleagues and partners.
		Write full manuscripts related to analyses, their interpretation, implication and context for academic publication.
		Act as technical resource on data and analytics for research colleagues and programmatic staff.
		Work with computer scientists and research team to facilitate access to data and analyses for stakeholders.
3.	Stakeholder Liaison	Develop and maintain good relationships with external stakeholders.
		Represent the Disease Elimination Program at project meetings with collaborators, external stakeholders and/or funding agencies.
		Liaise with participating institutions, clinicians and researchers as required.
		Attend conferences, seminars and forums as requested. Identify appropriate representational opportunities for the Disease Elimination Program at conferences, seminars and forums.
4.	Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.
5.	Training	Responsible for completing all required training in line with the position / role.

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.

SECTION C: Key Selection Criteria

Qualifications	Essential/ Preferable
Bachelor Degree in science, medicine or related discipline	Essential
Tertiary qualification in quantitative sciences (e.g. biostatistics, epidemiology, mathematics or a related area)	Essential
Significant and relevant professional work experience post PhD in data analytics	Essential

	Experience / Knowledge / Attributes	
1.	Experienced in statistical software packages (e.g. SAS, R, STATA, S-Plus, SPSS, Python) and knowledge of or demonstrated ability to learn specialized software packages	Essential
2.	High-level research and data analysis skills	Essential
3.	High-level experience in methodologies and processes for managing small, large, and complex databases.	Essential
4.	Good knowledge of research methodologies and understanding of evidence based health care concepts	Essential
5.	Previous experience with undertaking research in development, implementation and evaluation of evidence-based materials and activities	Essential
6.	Previous experience leading the development and writing of academic publications	Essential
7.	Ability to collaborate effectively and work as part of a team	Preferable

8.	Previous experience in public health research	Preferable
9.	Knowledge of viral hepatitis	Preferable
10	Excellent general computer skills, including Microsoft Word, Excel and PowerPoint	Preferable
11	Excellent interpersonal skills, organisational skills, self-motivation and enthusiasm	Preferable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact Professor Margaret Hellard or Dr Alisa Pedrana.