

DATA MANAGEMENT SPECIALIST

AUGUST 2026

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POSITION SUMMARY

Location:	Hybrid – Parkville / Work from Home		
Functional area:	Research and Knowledge Translation		
Classification/ Salary:	\$110,000-\$120,000 p.a + 12% super + access to \$15,900 NFP salary packaging		
Job level:	3		
Reports to:	Director, Research Operations		
Employment type:	Full time		
Employment length:	12-month contract		
Direct reports	0	Indirect reports	0

POSITION PURPOSE STATEMENT

The Data Management Specialist will lead data management and governance activities across research and operational projects within the Research Office and the Data Science and Analytical Methods (DSAM) team. The role is responsible for ensuring research data is managed securely, consistently and in accordance with organisational, ethical and regulatory requirements.

Working closely with researchers, statisticians, clinicians, information technology teams and the Research Office, the Data Management Specialist will develop and maintain data management frameworks, support governance processes, coordinate data acquisition and linkage, oversee metadata and documentation standards, and improve data quality and accessibility across the research portfolio. The role will also design, deploy and support managing electronic data capture systems (e.g., REDCap), support study database development and testing, monitor data collection processes, and perform routine data cleaning, validation and quality assurance to ensure datasets are complete, accurate and analysis-ready.

The role will also contribute to the development of sustainable data infrastructure that enables high-quality analytics, reporting, sharing and artificial intelligence initiatives.

About Orygen and Research and Data Science and Analytical Methods (DSAM) unit

Orygen research delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is

REVOLUTION IN MIND

continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

The Research Office is led by the Director of Research Operations and oversees grants, ethics, sponsor operations and other research management and support tasks.

The DSAM team supports research and operational initiatives by building interactive tools and databases, analysing large datasets, and implementing machine learning and AI solutions.

POSITION FOCUS

	Key responsibility area	Percentage
1	Data management	40%
2	Data governance and compliance	25%
2	Data quality, integration and documentation	25%
4	Collaboration	10%

POSITION KEY RESPONSIBILITY AREAS

1. Data management

- Develop and implement data management plans across research projects.
- Transfer and maintain Harmonised Document Repository (HDR) as the source of validated measures
- Develop REDCap Measures Library of validated and tested measures to ensure data is captured accurately and consistently across Orygen's research projects. Develop User Acceptance Testing procedures for REDCap databases
- Coordinate data collection, storage, access, sharing, retention and archival (or destruction) processes.
- Manage research databases and data repositories throughout the project lifecycle including data cleaning/validation prior to interim analyses and database locks.
- Coordinate acquisition, transfer and integration of data from internal and external sources.
- Support secure data sharing and collaboration across multidisciplinary teams and external collaborators, including contributing to data transfer agreements and contracts.
- Ensure datasets are inspection and analysis-ready through effective data organisation and version management.

2. Data governance and compliance

- Implement organisational data governance policies, standards and procedures.
- Ensure compliance with ethics approvals, privacy legislation, funding agreements, institutional policies and regulatory requirements.
- Advise researchers on best practise with regards to data capture and management.
- Support governance committees through preparation of documentation and monitoring compliance.
- Maintain data access registers, governance documentation and audit trails.
- Assist researchers with data governance requirements for new projects and collaborations.
- Promote FAIR (Findable, Accessible, Interoperable and Reusable) data principles where appropriate.

3. Data Quality, Integration and Documentation

- Develop and maintain data dictionaries, metadata standards and standard operating procedures.

- Monitor data quality through validation, quality assurance and routine auditing.
- Coordinate linkage and harmonisation of datasets across multiple projects.
- Develop reproducible workflows for data preparation and management.
- Maintain comprehensive documentation to support reproducibility and long-term stewardship.

4. Collaboration

- Work closely with Sponsor Operations, Research Office, researchers and biostatisticians.
- Develop guidance materials and deliver training to research staff.
- Identify opportunities to improve data management processes and research infrastructure.
- Contribute to manuscripts, reports and grant applications where appropriate.

EDUCATION / QUALIFICATIONS

Essential	Bachelor Degree in Computer Science, Data Science, Biostatistics or related field
Desirable	Master Degree in Computer Science, Data Science, Biostatistics or related field

EXPERIENCE / SKILLS

Experience / skills	• Experience managing research or health datasets. • Experience building, testing and maintaining REDCap database. • Knowledge of data governance, privacy and information security principles. • Familiarity with ethics and governance processes. • Knowledge of FAIR data principles. • Experience developing data management plans and documentation. • Experience working with relational databases and large datasets. • Experience using R, Python and/or SQL for data management. • Understanding of metadata standards, data dictionaries and reproducible research practices. • Excellent organisational and project management skills. • Knowledge of REDCap, Azure, Microsoft Fabric or cloud-based research environments. • Strong written communication and documentation skills.
Personal attributes	• Strong problem-solving and analytical skills • Excellent communication and collaboration skills • Attention to detail and commitment to producing high-quality work • Eagerness to learn and adapt in a fast-paced research environment • Ability to work independently and manage multiple priorities

KEY RELATIONSHIPS

Internal	• Research Office Team • Data Science and Analytical Methods Team • Researchers and statisticians across Research and Knowledge Translation • IT, Governance and other relevant teams
External	• External stakeholders and collaborators • Academic or research partners on joint projects

SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.

- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]