

Position Description

Position Title	Data and Research Support Lead
Unit / Branch	Cardiac Surgery Unit / Division of Surgery
Classification	Grade 6 Year 1 – Grade 6 Year 5 (AO61-AO65)
Position reports to	Director, Cardiac Surgery
No. of direct & indirect reports	0
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk Category	Category C – Works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently.

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

The Data and Research Support Lead sits within the Cardiac Surgery Unit and has the responsibility to manage and coordinate the collection, analysis and reporting of all data for the Cardiac Surgery Department.

ROLE PURPOSE

The role supports the monitoring and quality improvement efforts of the Cardiac Surgery Unit and, when needed, the Cardiology and PICU departments at RCH.

The Data and Research Support Lead will manage the collection, maintenance, analysis, and reporting of research and audit data from the department's cardiac database systems, ensuring quality practice, patient safety, and research progress. Additionally, the role involves adapting data processes to meet reporting requirements, maintain ethical standards, and facilitate integration with the Epic EMR system for improved quality monitoring.

KEY ACCOUNTABILITIES

Quality

- Ensure data integrity and completeness for the Cardiac Surgery Unit's quality improvement and research programs, ensuring timely and accurate data entry across several electronic platforms, including the RCH EMR.
- Participate in national and international databases (ICOR, ANZCORS, ECHSA) for quality assurance and benchmarking, ensuring adherence to registry guidelines.
- Contribute to quality audits, research, and analysis by producing statistical reports for clinical audits and quality assurance projects.

Administration

- Oversee data management processes, including collection, validation, and analysis of clinical and demographic information from multiple sources, ensuring compliance with RCH policies and database security standards.
- Maintain the specialist cardiac databases used within the Cardiac Surgery Unit, ensuring accurate data entry, timely reporting, and integration of new solutions for data management and reporting.
- Manage and coordinate data collection, analysis, and reporting of cardiac surgical procedures across Australian and New Zealand centres, ensuring all data complies with registry guidelines.

Leadership Strategy

- Lead strategic planning through the management and analysis of data to inform business decisions, report generation, and database maintenance.
- Work closely with the Consultant Cardiac Surgeons to develop study protocols, ensuring high standards of data management and statistical analysis for research projects.
- Lead data management initiatives for cardiac surgery research projects, collaborating with other units, and ensuring the integration of interdepartmental, multicentre, and international study data.

Teamwork

- Build and maintain relationships with staff, students, and other departments within the Cardiac Surgery Unit and across RCH, ensuring collaborative and effective data management.
- Collaborate with data managers from other Australian and New Zealand units for quality control, benchmarking, and research activities, promoting shared knowledge and resources.
- Provide support for cardiac surgery research projects, contributing to interdepartmental, multicentre, and international collaborations.

Customer Service / Stakeholder Management

- Liaise with national and international cardiac centres on data capture and submission issues, ensuring accurate reporting and adherence to standards.
- Develop and deliver clear, concise statistical reports for use in clinical audits, research, and quality assurance projects, communicating complex data insights effectively.
- Ensure compliance with RCH Ethics Committee guidelines when participating in and reporting on research projects, maintaining transparency in data reporting and management.

QUALIFICATIONS AND EXPERIENCE

Essential

- Highly developed computing skills including extensive experience with relational databases, spreadsheets, and word processing, with a willingness to undergo further training as needed.
- Proven ability to manage large, complex datasets, including data collection, accurate entry, extraction, manipulation, quality audits, and registry data uploads.
- Extensive experience in the field spanning many years. Specialists with 7-8 years' experience in the field.
- Relevant tertiary qualification in fields such as science, computing, health informatics, nursing, or public health.

Desirable

- Experience in a similar role, project management, or research within a health environment.
- Interest in learning data science and basic/intermediate proficiency in programming languages (e.g., Python) or data science tools (e.g., PowerBI, SQL, Stata).

KEY SELECTION CRITERIA

- Ability to work both independently and as part of a team with minimal supervision.
- Strong analytical and problem-solving skills, with meticulous attention to detail and a proactive approach to data analysis.
- Excellent written communication skills, capable of clearly articulating complex issues in reports, briefings, business cases, and service level agreements.
- Consistently provides high-quality advice and project support to the team.
- Strong analytic, problem solving, organisational and planning skills with the ability to change priorities accordingly and complete tasks in a timely manner
- A keen eye for detail and accuracy
- Demonstrated ability to prepare and present information to a range of stakeholders, appropriately tailoring the content to the audience
- Effective communication and interpersonal skills with a proven ability to build and maintain working relationships with a range of stakeholders
- Experience in project management and a knowledge of research methods in a health environment is desirable

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	May 2025
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