

JOB DESCRIPTION

POST	Data Manager COUNTDOWN consortium
CONTRACT	Full time fixed term post until 31 st October 2021
REFERENCE NO	571-19
REPORTS TO	Programme Director
ROLE PURPOSE/SUMMARY	COUNTDOWN brings together an innovative and multidisciplinary UK (LSTM), USA (FHI 360) and sub-Saharan Africa (SSA) partnership (Ministries of Health in Liberia and Nigeria) of high profile NTD researchers, key NTD policy makers and practitioners and specialists in implementation research (IR) and research uptake.
SCOPE/BACKGROUND	<p>COUNTDOWN will contribute to reducing the morbidity, mortality, and poverty associated with NTDs through increasing knowledge and evidence for cost effective scale-up and sustainable control and elimination of NTDs as a public health problem in line with the WHO 2020 NTD Roadmap. The qualitative research component will focus on health systems and Neglected Tropical Diseases with research activities planned to be undertaken at the international, national, district and community level. The project is funded by DFID.</p> <p>The post holder will support existing members of the team to assist with quantitative research and analysis and support data management.</p>

ROLE SPECIFIC RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	Data management	Develop and maintain Standard Operating Procedures (SOP's) /Protocols for data collection as part of the COUNTDOWN programme. Create and maintain a master copy of data collection protocols and collection requirements to facilitate timely submission of accurate data. Act as document controller for SOP's and protocol dissemination. Develop and provide advice to COUNTDOWN partners on version control and tracking of datasets. Monitor data quality and provide advice and recommendations to improve these. Receive and acknowledge incoming data files Review data files for completeness and accuracy Communicate with partners when omissions or errors are identified for resolution
2	Data reporting	Identify key requirements for data – data needed, reporting gaps and potential new reporting options/improvements. Ensure that data across COUNTDOWN is accessible, within agreed governance protocols. Review and report on data submitted by partners and check that it matches the requirements for reporting. Collate and report on challenges faced and lessons learnt as part of COUNTDOWN data management. Contribute towards the analysis and interpretation of quantitative data Compile and disseminate progress reports for the COUNTDOWN programme management and wider team as required Ensure COUNTDOWN data is available for the Third Party Monitor as required. Generate predefined reports on a periodic basis

		Distribute reports to appropriate partners within designated timeframes
		Track partners' adherence to timelines for submission of data; communicate with partners to encourage compliance to these agreed deadlines

FURTHER RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	General	Participating in strategic planning processes within the COUNTDOWN programme
		Collaborating with key stakeholders on COUNTDOWN activities.
		Support the planning and implementation of programmatic surveys.
		Work with COUNTDOWN colleagues to ensure that programme activities are documented, reported on and disseminated.
		Represent COUNTDOWN consortium in meetings, international events and fora.
		Contribute to COUNTDOWN strategies for future implementation and research planning.
		Work in a safe manner adhering to local and legal requirements.
		Contribute to related programme reports and publications as appropriate.
		Develop and maintain meaningful working relationships with COUNTDOWN partners and a variety of partners at national and international level.
		Promote equality of opportunity and inclusive practice in all aspects of work undertaken.
		Act in a manner that safeguards children and/or vulnerable adults as applicable to the role.
		Any other duties commensurate with the grade and nature of the role.

PERSON SPECIFICATION

POST	Data Manager	
COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	WHERE MEASURED
Qualifications & Training		
Educated to Degree Level or equivalent	Essential	Application and interview
Demonstrable knowledge of Global Health and challenges of working in resource poor settings, especially with respect to NTDs	Essential	Application and interview
Skills & Experience		
Experience in data analysis and quantitative methods	Essential	Application and interview
Minimum of 3 years' experience in management and co-ordination of projects	Essential	Application and interview
Minimum of 3 years' experience of performance tracking against agreed timelines and milestones.	Essential	Application and interview
Experience of writing protocols and standard operating procedures	Essential	Application and interview
Experience of implementing survey protocols and using survey data	Essential	Application and interview
Demonstrable working knowledge of literature databases and management	Essential	Application and interview
Experience of working in lower- and middle-income countries	Desirable	Application and interview
Experience of report writing and compilation.	Essential	Application and interview
Knowledge of international partnerships and development	Essential	Application and interview
Experience of working in a research institution, or international development organisation in a similar role.	Desirable	Application and interview
Knowledge & Behaviours		
Knowledge and behaviours that support equality, diversity and inclusive practice	Essential	Interview
Excellent organisational and time management skills	Essential	Interview
Problem solving and good analytical skills	Essential	Interview
Proven track record of taking responsibility and ownership for problems and following them through to resolution	Essential	Application and interview
Ability to independently explore literature and collate relevant information and data into databases to be used for further detailed analysis by the project management team	Essential	Application and interview
Ability to work effectively to achieve research objectives / goals under pressure and to deadlines, with limited supervision.	Essential	Application and interview
Confidence and ability to work with a range of people within a multicultural environment.	Essential	Interview
Ability to work co-operatively and productively within a team as well as willing to work independently and to use own initiative.	Essential	Interview
A positive approach to acquiring new knowledge and skills and working in a multidisciplinary project	Essential	Interview
Attention to detail and accuracy	Essential	Interview
Good interpersonal skills / able with the ability to work effectively with staff on all levels.	Essential	Interview
Based primarily in Liverpool, with occasional national or international travel	N/A	Interview