



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/18

## DATA ACCESS OFFICER

<b>Job ID</b>	<b>63676-7430</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=63676-7430">https://careers.indigenous.link/viewjob?jobname=63676-7430</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-07-10	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Data Access Officer

JD 1549Unit/Project Description:

The Canadian Longitudinal Study on Aging (CLSA) located within the Department of Health Research Methods, Evidence and Impact in the Faculty of Health Sciences is currently welcoming applications for a full-time, Data Access Officer to join our team! The CLSA is a scientific research program and research data platform. A fundamental principle of the CLSA is that data be made available to the research community and relevant stakeholders (data users) as soon as it is feasible, while protecting the privacy, confidentiality, and consent of participants. Ease of access and timely use of the data are critical to the success of CLSA research platform. Data users who are interested in accessing the data are invited to submit data access requests using Magnolia, the CLSA's online data access application system. Requests to access the CLSA data are reviewed by the Data and Sample Access Committee (DSAC) and the CLSA Executive Committee.

This is an excellent opportunity for an experienced data-minded research professional to join the CLSA. Reporting to the Executive Director, Strategic Initiatives, the Data Access Officer will have exposure to and provide a full range of data access activities that will support the CLSA.

Job Summary:

The Data Access Officer (DAO) is responsible for ensuring data and sample access principles, policies and procedures are appropriately implemented, monitored, and evaluated. The DAO works closely with research investigators, committees, and other staff to operationalize aspects of the research platforms that enable access by data users. Roles and Responsibilities: Manage procedures related to data access applications including administrative reviews, feasibility reviews, committee reviews, liaising with researchers, communicating decisions, and any follow up. Manage all aspects of post-approval procedures including payment of fees, completion of checklists, agreements, amendments, data release, publication review, final reports, and adherence to conditions of use. Collaborate with scientific leadership to ensure data sharing is in keeping with legal and ethical frameworks and policy, and to ensure data quality. Contribute to the development and review of data access related policies and procedures. Coordinate activities of relevant committees and teams and ensures they function in accordance with any policies, guidelines, and procedures for data and or sample access while protecting the privacy and confidentiality of study participants. Actively participate in specific components of data access application processes, as well as post-approval processes. Collaborate with researchers and staff to ensure that all data access application components are completed in a timely and efficient manner. Ensure timely and accurate communication of notice of decisions to applicants. Collaborate with staff to ensure data access management systems are efficient, up to date and operational. Critically evaluate data access related policies and procedures on an ongoing basis to identify and address inefficiencies or opportunities for improvement and devised standard operating procedures. Conduct assessments of data access applications for feasibility. Perform both qualitative and quantitative analyses to determine patterns of use and develop outreach strategies. Apply specialized knowledge and scientific principles to appraise data access applications or post-approval documents (e.g., publications, presentation, final reports). Develop and oversee research data management plans. Develop, implement, coordinate and monitor data linkage processes with external administrative databases. Liaise with collaborating institutions, working groups and study investigators to move data from the point of collection through to preparation and integration into the data platform. Maintain and establish new data linkages and relationships with an interdisciplinary cadre of researchers

and health system decision-makers both nationally and internationally. Maintain up-to-date records of data availability. In consultation with scientific content experts, develop and maintain documentation that supports data use by researchers. Represent the study and data platform in outreach activities (e.g., conferences) and works with others team members to prepare resources to support outreach activities. Support potential and current data users throughout all phases of the data access process. Monitor and responds to queries from current or potential data users. Ensure website and promotional material are up to date in terms of data availability and access processes. Work with scientific experts to ensure documentation related to data access is accurate and up to date scientifically. Collaborate with internal and external stakeholders to develop and maintain tools that support data access (e.g., cloud-based data preview portals). Provide regular updates to study governance committees and councils. Develop and maintains metrics to monitor key performance indicators. Facilitate committee meetings and support committee function as the main point of contact. Remain current with best practices and policy for research data management, access and use. Provide advice and consultation to scientific leadership on novel or contentious data access issues arising. Provide advice and expertise to stakeholders (internal and external) on access to data.

Supervision: Provide direction to others in how to conduct work tasks. Ensure adherence to quality standards and procedures for short-term staff and volunteers.

Qualifications: Master's degree in health sciences or a relevant field of study. Requires 5 years of relevant experience.

Additional Information:

This role is a full-time on-site position at McMaster Innovation Park with limited opportunities for remote work. Some travel for outreach activities will be required.

The successful candidate must have/demonstrate: Previous experience working in a university or research environment is considered a strong asset. Advanced written and spoken proficiency in French and English. Excellent oral and written communications skills. Meticulous attention to detail and accuracy. Strong interpersonal skills including the ability to interact with diverse stakeholders in a professional manner. Proven organizational skills to manage high volumes of work in a timely manner. Ability to learn quickly, adjust and adapt in a dynamic work environment. Proficiency in Microsoft Office including Outlook, Word, Excel, PowerPoint; videoconferencing technology (e.g., Zoom, MS Teams).

For more information, visit McMaster University for DATA ACCESS OFFICER