

## Junior Data Manager Barcelonaβeta Brain Research Center

### About the employer

The Barcelonaβeta Brain Research Center (BBRC) is a new research center, constituted by the Pasqual Maragall Foundation. The goal of BBRC is to become an internationally recognized centre of excellence in our understanding of age-related cognitive disability in order to provide practical solutions to the global challenges posed by the world's aging population. Our goal will be achieved by championing primary and secondary prevention programs for Alzheimer's disease and other related neurodegenerative disorders, the study and promotion of healthy aging, and the research of the basic physiological mechanisms of cognitive functions affected by healthy or pathological aging such as memory, learning and decision-making, among others. The vision of BBRC is to provide the society with distinct and innovative solutions for age-related cognitive disability by leveraging these complementary research programs in order to attain a multidisciplinary comprehension of the aging process and the pathophysiology of neurodegeneration.

Pasqual Maragall Foundation, Pompeu Fabra University and "la Caixa" are permanent members of the BBRC Board. International competitive recruitment, state-of-the-art scientific facilities, effective management and continuous high-standard peer-review evaluation are the BBRC core proceedings to ensure achieving world-class research results. BBRC is affiliated and located in the Campus Ciutadella of the Barcelona Pompeu Fabra University, the building contains excellent technical facilities, including a research-dedicated 3T MR scanner, Clinical Trials facilities, EEG and Eye Tracker labs.

BBRC is also part of the Barcelona Biomedical Research Park (PRBB), a large research facility that hosts other seven different research institutions related to biomedical research, including the Center for Genomic Regulation (CRG), the Hospital del Mar Medical Research Institute (IMIM), the Department of Experimental and Health Sciences of the Pompeu Fabra University (CEXS-UPF), the Institute of Evolutionary Biology (IBE CSIC-UPF), the Barcelona Institute of Global Health (ISGlobal) and the Barcelona site of the European Molecular Biology Laboratory (EMBL), among others, in a multidisciplinary, collaborative and stimulating international environment in close contact with a clinical setting, thus conducive to translational research.

For more information see: [www.fpmaragall.org](http://www.fpmaragall.org) and [www.barcelonabeta.org](http://www.barcelonabeta.org)

### About the job

The BBRC is looking for a Junior Clinical Data Manager (CDM) to give support to the Data management team and to perform research data management activities in order to deliver high quality data.

The CDM will report to the data center manager.

## Main Responsibilities

The responsibilities for this position include:

### Clinical Data Management of BBRC projects

The CDM will have to perform all aspects of data management to ensure BBRC meet the target deadline for analysis and be able to lock databases. The main function will be the following ones:

- Preparing, conducting and completing Clinical Data Management tasks according to institution policies, guidelines and regulatory requirements.
- Review Study Protocol and develop corresponding electronic data collection (EDC).
- Collaborate with IT and implementation team(s) to address Clinical application requests and/or changes to Clinical database systems.
- Responsible to prepare, maintain, finalize and archive all related Data Management documentation: Data Management Plan and Data Management Report, Data Validation Plan (including definition of edit checks).
- Perform training on study trial for EDC and create user guides.
- Supervise the development of Data Entry Instructions/ EDC and eClinical chart completion guidelines.
- Define and supervise the programming of edit checks.
- Perform Data cleaning and query handling.
- Carry out all tasks related to database closure.
- File/archive essential documents.

### Support the data management team in developing Data Management procedures

- The candidate will give support to the Data Center team in writing and implementing some determinate tools and procedures to improve clinical data management in the institution.
- Support the data center team by writing clinical data management procedures, guidelines, etc.
- Actively contribute to the institution high scientific standards.
- Assure and protect the respect of Good Clinical Practices (GCP) and legal restrictions (GDPR, etc.) in the BBRC Clinical Data Management.
- Carry out all tasks related to database closure.
- File/archive essential documents.

### Required qualifications and professional experience

- University degree in science (preferred life science, psychology, medicine or statistics).
- A biostatistics training or experience will be considered positively.
- Minimum 1-year relevant clinical data management experience in Clinical Research (CRO, Pharma-industry, cooperative research groups, etc.).

- Working knowledge of Clinical database applications such as EDC and CTMS.
- Experience in database management programming (SAS, SPSS, R, SQL, etc...)
- Perfect knowledge and training to GCP, etc. will be positively considered.
- Spanish and Catalan preferred.
- English required
- MedDRA and/or WHO coding., if applicable.
- Knowledge of CDISC standards (SDTM and AdAM).

### Personal skills

- Self-initiative.
- Ability to think independently and work collaboratively (empathic and focused team-worker).
- Organizational skills: ability to initiate, manage and direct multiple tasks and projects is necessary.
- Must possess strong interpersonal skills and work effectively with a multidisciplinary team.
- Demonstrate the ability to solve problems and reach objectives
- Interest in joining a non-profit organization with a mission of high social impact.

### We offer

- Starting date: November 2020
- Full-time position, 38 hours' weekly
- Permanent contract (6 months' trial period)
- Salary will be in accordance with qualifications and experience

### Application process

To apply, please submit a single PDF file containing the following:

- 1) Cover letter describing research interests and relevant background;
- 2) CV
- 3) The names of up to three individuals who could provide reference letters. All files or inquiries should be submitted electronically to: [rh@barcelonabeta.org](mailto:rh@barcelonabeta.org)

**Subject: Junior Data Manager**

**Deadline: October 23<sup>th</sup> 2020**

We inform you that your personal data will be part of a file which Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center is responsible for, in order to manage the job offer you have requested. Once the process is complete, the data processed will be erased.

You have the right to exercise the rights of access, rectification, cancellation and opposition recognized in Regulation (EU) 2016/679 (General Data Protection Regulation), to be addressed to the Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center: c/ Wellington 30, 08005 Barcelona