

## The Raine Study

### Senior Staff and Roles

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***Operations Manager:***

Aggie Bouckley

- Manage the efficient coordination of the Raine Study between the Host UWA School and other university joint venture partners.
- Chair the Management Committee.
- Provide operations (and financial) reports to the Director for the Board.
- Develop and implement strategies for improved management processes for oversight areas.
- Implement management and other structural changes to improve the delivery of Raine Study activities.
- Provide high level human resource, facilities and finance administration including budget management and financial forecasting.
- Provide oversight of each portfolio and ensure effective coordination of activities across these portfolios.
- Provide effective communication and liaise with all Raine Study personnel and portfolios.
- Provide effective management of corporate support and research project processes
- Provide management support and advice in collaboration with Scientific Officer for researchers submitting grant applications
- Develop, implement and monitor the risk management plan for Raine Study portfolios
- Regular review operational activity to ensure continuous business improvement aligned with university practice

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***Deputy Operations Manager:***

Alex D’Vauz

- Assist with responsibilities in times of extended absence of the Operations Manager as follows;
- Assist in managing the efficient coordination of the Raine Study between the Host UWA School and other university joint venture partners.
- Chair the Management Committee.
- Assist with implementing strategies for improved management processes for oversight areas.
- Assist with providing oversight of each portfolio and ensure effective coordination of activities across these portfolios.
- Assist with providing effective management of administrative support and research project processes.
- Assist in providing management support and advice in collaboration with Scientific Officer for researchers submitting grant applications.
- Assist with regular reviews of operational activity to ensure continuous business improvement aligned with university practice.

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***Data Manager:***

Louise McKenzie

- Manage the Raine Study data resource including data collection design, data amalgamation, data scoring, recoding, restructure and quality checking.
  - Management of Raine Study databases.
  - Data cleaning and preparation for storage.
  - Preparation of data dictionaries and variable lists.
  - Data manipulation, extraction and merging of data.
  - Data request extraction according to approval processes.
  - Preparation of data collection instruments including questionnaires and online proformas.
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- Provide data support to investigators as needed, and maintaining accurate records.
  - Provide quality assurance to studies and administer according to access policy.
  - Other duties as required
  - Be familiar with and act in accordance with the UWA code of conduct

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***FollowUp Manager:***

Diane Wood

- Liaise with each follow-up coordinator to ensure a coordinated functioning of follow-up activities across the Raine Study and consistency in procedures across follow-ups.
- Development of feasibility assessments of data and biosample gathering proposals.
- Pilot testing of data collection for follow-ups.
- Development of ethics applications.
- Development of questionnaires.
- Establishment of assessment protocols.
- Development of protocols for bio-sample collection and initial processing.
- Recruitment, training and rostering of personnel.
- Provision of updates to lead investigators during follow-up planning and progression.
- Liaise with Operations Manager, Data and Biosamples Manager, Deputy/Scientific Officer and Scientific Director regarding the coordination of all follow-up activities across the Raine Study.
- Contribute to continuous improvement of processes.

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***Senior Research Officers:***

Alex D'Vauz

Diane Wood

- Co-ordinate and plan study cohort follow-ups including participant recruitment, resources, staff recruitment and rostering.
- Recruit and train staff in accordance with established protocols for the collection of study data and information.
- Liaison and scheduling of professionals: e.g. sleep technicians, clinicians.
- Oversee and conduct the physical assessment of cohort participants.
- Oversee, manage and conduct data coding, data entry and data checking.
- Maintain confidentiality, quality controls, follow established protocols, and meet Ethics Committee requirements in regards to data collection and maintenance.
- Order and procure project consumables within budget constraints.
- Co-ordinate and assist other Raine Study research projects as requested.
- Staff supervision

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***Scientific Officer:***

Manon Dontje

- Work with the Operations Manager, Director and Scientific Director in the preparation of science reports and science contributions to other Raine activities including scientific meetings.
  - Identify funding opportunities for broad Raine Study research
  - Help identify and participate in scientific promotion activities
  - Undertake research to support strategic plan, including data analysis, preparation of draft publications including cohort profile and follow-up protocol papers
  - Contribute to dissemination of research findings through presentations and publications
  - Monitor and update Raine Study status in relevant cohort registries and listings
  - Identify and utilise opportunities for translation of Raine discoveries
  - Monitor government (Federal/state) and other organisations calls for submissions on topics relevant to the Raine Study and contribute to the preparation of related submissions.
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- Feedback of scientific results and communication with Raine Study reference groups
  - Preparation of scientific aspects of the Annual activity report for the Raine Study stakeholders
  - Contribute to the preparation of funding applications, potentially as a co-investigator
  - Work with Administrative Support Officer for issues related to scientific content of manuscript submissions
  - Explore opportunities for collaboration with other research groups and organisations
  - Work with Administrative Support Officer to ensure adequate record keeping of research activities

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***Deputy Scientific Officer:***

Alex D’Vauz

- Assist in the preparation of science reports and science contributions to other Raine activities including scientific meetings.
- Participate in scientific promotion activities as required.
- Undertake data analysis, preparation of draft publications including cohort profile and follow-up protocol papers.
- Help disseminate research findings through presentations and publications.
- Update Raine Study status in relevant cohort registries and listings
- Assist with monitoring government (Federal/state) and other organisations calls for submissions on topics relevant to the Raine Study and contribute to the preparation of related submissions.
- Assist with preparation of funding applications.
- Provide feedback of scientific results and communication with Raine Study reference groups.
- Assist with issues related to scientific content of manuscript submissions.
- Work with the Administrative Support Officer to ensure adequate record keeping of research activities.

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***Phlebotomist:***

Suzanne Green

- Obtaining informed consent from study participants
- Blood and other sample collection and delivery; Collection of blood, saliva and urine samples as required from study participants according to set protocols. Delivery of samples to laboratories in Perth.
- Collection of study physical assessment information, e.g. blood pressure.
- Organisation of study facilities for follow up studies, e.g. organisation of required equipment, questionnaires, information packs, study supplies, and food for participants.
- Ordering of blood and other sample collection supplies
- Recruitment and scheduling of participants
- Data entry

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***Data Entry Assistant:***

Carolyn Smargiassi

- Data entry including canning, verification, checking and data entry of questionnaires, as well the storage and archiving of questionnaires and Raine Study documents. Offsite storage and archiving of study material.
- Administration including collation of study documentation and participant information. Bulk mail-outs of study materials. Ordering and purchasing of cohort supplies.
- Cohort assessments including assist with cohort participants during the follow up assessments, completion of questionnaires, debriefing.

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***Administrative Officer:***

Bee Lay Addis

- Provide administrative support to the Raine Study Operations Manager and Raine Study Scientific Directors.
  - Provide timely and proactive notification, agenda preparation and management of all formal meetings.
  - Provide support in preparing papers, briefs or other formal documents.
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- Coordinate the administration of office procedures and appointments with responsibility for effective operation of the office.
  - Collate reports and maintain formal records and databases.
  - Administer the system for research project approvals and management
  - Administer other research support processes such as grant applications and scholarships
  - Coordinate, develop and support the use of electronic filing systems.
  - Maintain facilities within budget, including rooms, furniture and equipment, and IT needs
  - Provide financial administration, including budgets, invoicing and purchasing
  - Provide event administration, including organisation and sourcing of venues, consumables, staffing and materials
  - Other duties as required.
  - Be familiar with and act in accordance with the UWA code of conduct

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***Participant Engagement***

***Coordinator:***

Diane Wood

- Develop and coordinate cohort engagement in Raine Study committees and planning meetings.
- Provide and encourage participant perspective input to future data gathering, projects and operations and science strategies.
- Develop strategies for enhanced engagement.
- Work with Communications Manager to assist with the development and review of communications plan to ensure a positive impact for participants.
- Work with Administrative Officer and Operations Manager to implement communications plan to participants in liaison with the Communication Manager (may include cards, app, and follow-up feedback)
- Work with Administrative Officer and Operations Manager to ensure efficient and effective communication with cohort participants outside of follow-ups, including requesting their attendance for media involvement.
- Work with Administrative Officer and Operations Manager to ensure maintenance, confidentiality and security of cohort contact details database
- Develop plan for Raine Study participants to be able to make other contributions including financial contributions and voluntary work for the Raine Study
- Contribute to continuous improvement of processes

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Positions to be Filled

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***Data & Biosamples Manager***

- Manage data resource including data collection design, data amalgamation, data scoring, recoding, restructure and quality checking.
  - Establish and maintain data structure for all digital data compatible with international standards and collaborations and anticipate future need.
  - Oversee preparation of existing data for transfer into new data structure, including quality control and meta data descriptions.
  - Use and have input into the enhancement of information technology systems underlying the Raine Cohort study.
  - Liaise with researchers and scope available resources, manage data provision to researchers and administer data 'abstraction' for public access.
  - Manage biosamples including maintaining tracking and log of biosample transfers and utilisation.
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- Develop and administer plans for biosample security e.g. separate duplicate samples, freezer protocols and replacement.
  - Administer materials transfer agreements and maintain audit record of biosample holdings.
  - Provide efficient and secure access to and utilisation of resources, and action data extraction requests according to approval processes.
  - Develop strategic plans for data and biosample collection and curation.
  - Liaise with Directors and Operations Manager and work closely with the Scientific Officer and Follow-up Management.
  - Supervise data officer and data assistant.

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*Data Officer*

- Extract data from established data bases e.g. SPSS, SAS or R, Filemaker
- Work to extract data from research platforms such as Cogstate and Qualtrics.
- Create quality controlled data sets as per established standardised structure and protocols.
- Prepare data for meaningful feedback to participants e.g. comparability.
- Enter and clean data and ensure data quality as per established audit protocols.
- Create data dictionaries and data variable lists.
- Create online forms and questionnaires using tools such as Qualtrics and generate reports.
- Work closely with the Data and Biosamples Manager, Scientific Officer and Senior Research Officers to provide support to researchers.
- Provide information about available data and attend to data requests as per the approval policy.
- Other duties as required.

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*Communications Manager*

- Develop a communications plan involving traditional and social media for the Raine Study. Such a plan would include the development of key messages and branding for the community, government, financial partners, Raine researchers and participants.
  - Lead the implementation of the communication plan for the Raine Study.
  - Work collaboratively with the media, public relations and marketing departments of the Raine Study's UJV partners to effectively utilise their resources.
  - Liaise with Directors, Scientific Officer, researchers and study follow up coordinators, with regard to marketing content.
  - Work collaboratively with Raine staff involved in participant engagement to enhance communications with participants.
  - Prepare material for communications in line with the communications plan.
  - Manage social media presence.
  - Undertake continuous analysis of opportunities for promotion of the Raine Study, its activities and its research findings.
  - Prepare reports for Director to present to UJV Board.
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