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| **NCRI Logo** | ***Data Quality Officer***  ***Job Description and Person Specification*** |  |

**About the National Cancer Registry Ireland (NCRI)**

The NCRI was established by the Minister for Health in 1991. It operates in association with University College Cork and is funded by the Department of Health.

The functions of the NCRI are:

* to identify, collect, classify, record, store, and analyse information relating to the incidence and prevalence of cancer and related tumours in Ireland.
* to promote and facilitate the use of the data collected, through approved research, and in the planning and management of services.
* to publish an Annual Report based on the activities of the NCRI.
* to furnish advice, information and assistance in relation to any aspect of such service to the Minister.

**Purpose**

To support the work of the Data Integration Management Team as outlined by the Data Integration Manager, with the aim of providing timely, consistent and accurate data which can be used towards the investigation of the trends, causes, treatment and outcomes of cancer.

**Particulars of Office**

**Job Title**: - Data Quality Officer

**Reporting To**: - Data Integration Manager

**Hours**: - 37 hours per week

**Salary**: - Grade IV: €27,586-€44,773 (including LSIs )

**Contract**: - Specified Purpose contract (Mat Leave Cover)

**Notice**: - One month’s notice in writing is required

**Annual Leave**: - 30 Days per annum

**Confidentiality:** - Officers are bound by the provision of the Data Protection Act 1990 and must

preserve strict confidentiality concerning all identifiable information of which they become aware of during the course of their work.

**Location**: - This post is based at the NCRI in Cork.

**Job description**

* Carry out ongoing quality assurance of cancer registrations and death certificates collected by the Registry;
* Identify patient duplicates and merge to one case;
* Run the tumour merge report routinely and assist the Cancer Registration Manager in the consolidation of tumours;
* Match Central Statistics Office (CSO) and Death Events Publication Service death certificates for survival and cause of death information;
* Undertake quality checks on electronic data added to the Registry database ;
* Assist in continued user testing of electronic data capture system within the Cancer Registration System (CRS);
* Assist in the production of reports for monitoring the completeness and accuracy of Registry data;
* Assist in the production of datasets for use by Registry research staff and external researchers;
* Maintain up to date process documents for patient deduplication, tumour merging and death certificate matching;
* Any other duties that may be specified by the Director from time to time.

**Person Specification**

**Essential qualifications and experience**

* Relevant 3rd Level Qualification in Health Science or numeracy related discipline
* Must have initiative and the ability to work without supervision;
* Excellent organisational skills;
* Attention to detail with excellent analytical skills;
* Ability to meet targets within agreed time frames;
* Excellent communication and interpersonal skills and the ability to communicate effectively at all levels;
* Team player and flexible
* Must be proficient in the use of databases
* An ability to maintain confidentiality.
* Excellent IT skills and in particular a good working knowledge of the Microsoft Office suite

**Desirable experience**

* Experience in carrying out cancer related audits and data quality assurance
* Previous experience in similar organisation

**Personal qualities**

The post holder must be able to demonstrate the following personal qualities:

* a high level of initiative;
* the ability to organise and prioritise his/her own workload, to meet deadlines;