

The Luxembourg Institute of Health (LIH) is a public biomedical research organization focused on precision health and invested in becoming a leading reference in Europe for the translation of scientific excellence into meaningful benefits for patients.

LIH places the patient at the heart of all its activities, driven by a collective obligation towards society to use knowledge and technology arising from research on patient derived data to have a direct impact on people's health. Its dedicated teams of multidisciplinary researchers strive for excellence, generating relevant knowledge linked to immune related diseases and cancer.

The institute embraces collaborations, disruptive technology and process innovation as unique opportunities to improve the application of diagnostics and therapeutics with the long-term goal of preventing disease.

Clinical Data Manager

2 year fixed-term contract, full-time, Start-date: ASAP

The Clinical Data Manager will join the LIH's [Competence Center for Methodology and Statistics \(CCMS\)](#) and will work on Translational Transversal Medicine programs such as national [CON-VINCE](#) and H2020-funded [ORCHESTRA](#) studies in close contact with the project partners from the University of Luxembourg.

Within the clinical research hub of the Department of Population Health, the CCMS provides methodological support in statistical planning as well as analysis & data handling for various laboratories and research groups. It also offers training in statistics and support in writing papers.

To support the team in Translational and Transversal Medicine projects we are looking for a Clinical Data Manager who will be responsible for track the flow of all multiscale data within research projects, setting up pseudonymization, defining interoperability, handling the data management, supervising the data entry and performing the programming of edit checks to control the data of various projects. S/he will also guarantee the regulation, quality, confidentiality and security of the data.

Key Accountabilities

- Communicate with consortium partners to enable a smooth data flow throughout the project and data processing according to the statistical analysis plan defined by the statistician and the researcher.
- Participate in the drafting and update of documents linked to the data management such as the CodeBook, the data management plan which defines the consistency edit checks, their monitoring and the stemming queries as well as the data transfer protocol.
- Work on databases for GDPR compliant identification and follow-up of study participants.
- Participate in initiatives to set up interoperability between data management systems, centralization of omics and clinical study data and/or federated data systems
- Process the project data: supervise the data input, control its quality, clean up and check for data errors and make the first comments
- Perform the programming of edit checks to control the data and manage the queries.
- Participate in documenting project files in the record management system.
- Participate in the proofreading of reports.
- Manage files according to Luxembourg Institute of Health instructions and ensure the traceability of all the work carried out.
- Participate in the operational committees, steering committees, multidisciplinary working groups and other meetings of the projects.
- Participate in the preparation of presentations for congresses.

Key Skills, Experience and Qualifications

- Master-level diploma with a specialization in Clinical Data Management
- Min. 3 years of experience in Clinical Data Management
- Experience in management of omics data, big data and interoperability of systems
- Good organizational and relational skills, precision, ability to manage an important workload and to respect deadlines.
- IT skills: SAS, SPSS, Word, Excel, Outlook, PowerPoint, IE, Capture system, MS-Access, Clinsight, Epidata, LimeSurvey
- Language skills: fluent command of English.

Located in Luxembourg, LIH offers the opportunity to work in a dynamic, international and multilingual environment that values personal respect and professional achievement based on the highest intellectual and ethical standards. The remuneration for this position shall be based on qualification and experience.

Applications including a cover letter and curriculum vitae should be sent before 31 January 2022 through our website www.lih.lu/jobs. Ref.: VD/CDM1221/MVRK/CCMS