Data Manager for TRJFP: Job Description

## Key roles

* Manage the collection of data across the cafes. This entails analysing the database to ensure that the data collected is harmonised across different outlets.
* Administer user accounts for uploading data to the database
* Train cafe managers in the use of the data input system to ensure it is used correctly
* Ensure that newly affiliated TRJFP outlets are up-to-speed with the data collection system

## Additional roles

* Liase with the CDRC to ensure the design of the data input interface is suited to users' needs
* Propose and initiate updates to the database system, e.g. to collect additional data variables
* Assist with the analysis and visualisation of the data to support TRJFP aims

## Essential

* Database management skills
* System administration experience, including maintaining an up-to-date list of usernames and passwords for outlets
* Ability to work with people from a range of backgrounds (technical and non-technical) to ensure understanding and correct use of the database

## Desirable

* Data analysis skills
* Web development skills, including on-line interactive visualisation
* Working knowledge of TRJFP