

**SKILLS FRAMEWORK FOR SOCIAL SERVICE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Research Practice					
TSC	Research Data Collection and Management					
TSC Description	Collect research data and manage research databases, including extracting required data and managing data storage					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			SSC-DAT-3014-1.1	SSC-DAT-4014-1.1	SSC-DAT-5014-1.1	SSC-DAT-6014-1.1
			Implement research data collection and management for research studies	Lead research data collection and management, developing or adapting the research data collection methods and tools for research studies and programmes	Monitor research data collection and management in compliance with organisational and ethical practices and policies across research studies and programmes	Drive ethical data collection and management across research studies in the organisation
Knowledge			<ul style="list-style-type: none"> Aims and methodology of the research studies Data collection methods and protocols for research studies Informed consent processes Ethical and legislative requirements for research data collection and management Database platforms or systems for research data entry, storage and consolidation Processes for research data disposal Strengths and limitations of data collection and management methods 	<ul style="list-style-type: none"> Data management methods and techniques Policies and guidelines relating to research data collection and management Audit practices and review processes for research data collection and management Participant recruitment methods 	<ul style="list-style-type: none"> Organisational policies and procedures related to managing confidential data Policies and guidelines relating to research data collection and management Best practices in research data collection and management Secondary data pools available in research studies or programmes across organisations, sectors or international partners 	<ul style="list-style-type: none"> Data preservation and disposal policies and methods Methods to develop research data collection and management policies Best practices in data collection, management, preservation and disposal
Abilities			<ul style="list-style-type: none"> Recruit participants and partners for research studies Brief and debrief participants according to ethical, legislative and organisational requirements 	<ul style="list-style-type: none"> Develop recruitment strategies according to research design and participant profiles Develop strategies and processes for management of datasets Monitor processes for participant recruitment, obtaining informed 	<ul style="list-style-type: none"> Audit participant recruitment, research data collection and management for compliance to ethical, legal and organisational requirements Identify opportunities for synergies in data 	<ul style="list-style-type: none"> Develop and/or review the organisation's research data collection and management policy Develop data preservation policy that balances the need for data preservation with confidentiality assurance

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			<ul style="list-style-type: none"> • Conduct informed consent process for participants • Administer data collection protocols according to the requirements of the research study • Guide and/or train junior research staff in recruitment and briefings and participants • Guide and/or train research assistants in administration of data collection protocols, informed consent forms and data storage • Review collected data to ensure they are accurate, complete, and verifiable from source documents • Develop format or structure to collect and manage various forms of qualitative and quantitative data, in accordance to research requirements • Extract research data, keeping appropriate records of findings and resolutions and raising concerns when necessary • Store research data records from research studies safely and securely 	<p>consent, data collection and data management to ensure adherence to ethical conduct and practice</p> <ul style="list-style-type: none"> • Evaluate informed consent processes to ensure compliance to ethical, legal and organisational requirements • Develop contingency plans to meet objectives of research studies • Develop contingency plans to meet objectives of research studies 	<p>collection for research studies or programmes across organisations and sectors, or with international partners</p> <ul style="list-style-type: none"> • Facilitate research data exchange with research partners and networks to gain access to additional data sources 	<ul style="list-style-type: none"> • Oversee preservation and disposal of research data to ensure compliance to ethical, legal and organisational requirements
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