

Health Data Research UK

Applicant pack

Job description and person specification

Post:	BHF Data Science Centre Executive Assistant
Location:	Edinburgh or London, requiring regular UK-wide travel
Salary:	£35,000
Duration:	To 31 st December 2024, with prospects for extension for a further 5 years
Reporting to:	Operations Director, BHF Data Science Centre, HDR UK

About Health Data Research UK

Health Data Research UK (HDR UK) is the national Institute for data science in health. Our UK team of experts develop and apply cutting-edge data science approaches to clinical, biological, genomic and other multi-dimensional health data to address the most pressing health research challenges facing the public.

HDR UK is uniting the UK's Health Data to make discoveries that improve people's lives.

Our vision is that every health and care interaction and research endeavour will be enhanced by access to large scale data and advanced analytics.

For the first time, we are bringing together our unique nationwide data assets and specialists across academia, research and healthcare to unlock knowledge and deliver new insights. By undertaking research at scale, across a population of up to 66 million people, we have an unrivalled opportunity to use data to the highest ethical standards to drive breakthroughs in medical research. This unleashes the potential to improve the way we are able to prevent, detect and diagnose diseases such as cancer, heart disease and asthma.

At Health Data Research UK, we employ talented individuals who bring their own unique skills and experience to support the vision and benefit the whole team.

About the BHF Data Science Centre

The newly established British Heart Foundation (BHF) Data Science Centre, [announced in October 2019](#), will build on a £10m investment from the BHF to deliver the data and data science needed to address some of the most pressing challenges in heart and circulatory health research.

The Centre will work in partnership with patients, the public, NHS, researchers and clinicians to promote the safe, ethical and scientifically robust use of data for research into the causes, prevention and treatment of all diseases of the heart and circulation (including, for example, heart attacks, heart failure, heart rhythm disorders, stroke, peripheral vascular disease and vascular dementia). Its work will be underpinned by the [Health Data Research Innovation Gateway](#), which upholds the highest levels of information governance, protecting the privacy and security of patients' data, and benefits from alignment with Health Data Research UK's existing network of experts, including [Health Data Research Hubs](#), and the wider cardiovascular research community.

The BHF Data Science Centre will not hold data itself. Instead, it will work with relevant data controllers through the [UK Health Data Research Alliance](#), to provide knowledge and expertise to help researchers from the NHS, academia and industry find, access, understand, connect and analyse the UK's unique cardiovascular 'big data' that is distributed across national registries, NHS electronic medical records and other relevant datasets.

The ultimate aim of the centre is to enable responsible, ethical research that combines the power of advanced analytic methods with the UK's large-scale and diverse cardiovascular data. High impact outputs will help to shape better cardiovascular health services, provide patients and health professionals with the tools to make better decisions, and bring the latest medical discoveries to patients across the UK faster than ever before.

Purpose of the post

The Executive Assistant will be a key member of the BHF Data Science Centre team, supporting the BHF Data Science Director, Operations Director and wider team to ensure that the Centre operates the highest levels of professional service quality, accountability and transparency.

Job Outline

You will be responsible for providing a high quality, professional executive assistant service for the BHF Data Science Centre Leadership, to enable them to deliver the Centre's mission.

Main Responsibilities

- BHF Data Science Centre meeting management
 - Diary management for the BHF Data Science Centre Director.
 - Liaise with the BHF Data Science Centre team, other EAs and external partners to coordinate and schedule one-off and repeating meetings. Proactively manage diaries to identify issues and reschedule meetings to respond to changing priorities.
 - Set up and schedule teleconference/videoconferences and/or book resources such as rooms, refreshments and AV.
 - Work with the relevant team member(s) to collate agendas and papers for meetings and distribute to meeting attendees in a timely manner.
 - Attend meetings, take high quality actions and minutes, monitor action points and circulate information to participants in a timely manner.
 - Work at all organisational levels.
- Administrative support for the BHF Data Science Centre
 - Provide general administrative support such as maintaining electronic filing systems, printing, data entry.

- Support colleagues in producing high quality emails, word documents and PowerPoint slides when required.
 - Support the logging of contacts and run reports from our client relationship management system and create and maintain mailing lists.
 - Manage and triage generic BHF Data Science Centre channels (e.g. mailboxes, Slack) and external telephone enquiries.
 - Work with the HDR UK Communications Team and BHF Data Science Centre Communications and Engagement Officer to provide support for BHF Data Science Centre events.
- Travel and expenses
 - Support Directors in scheduling UK and international travel, in particular flights, hotels and car hire.
 - Understand director requirements and reflect these in the bookings.
 - Ensure travel is booked within organisational policy.
 - Other administrative support
 - Diary management for the Digital Innovation Hubs Programme Director.

Planning and organising

This post is part of a small core team that is embedded within HDR UK to support the BHF Data Science Centre in science, innovation, training and public engagement. The Executive Assistant will be responsible for supporting the BHF Data Science Centre Director and her team in their day to day activities to achieve the overall aims and objectives of the Centre. This will require significant planning, organisational and influencing skills. At the same time, the post holder will require a flexible and fast paced approach to changing demands of the core team and external changes.

Problem solving

The Executive Assistant will be expected to use problem solving skills to respond to diverse demands. As part of a small team, the post holder will operate with significant independence. The post holder will require confidence in dealing with enquiries, problem solving and decision making. The post holder will make an effective judgement on when to escalate issues to senior colleagues' attention and with what urgency.

Decision making

The post-holder will make all day-to-day operational decisions for their own workload. With support from the Director and Operations Director, the Executive Assistant will identify, initiate and develop opportunities for streamlined and effective working.

Continuous improvement

HDR UK is dedicated to continuous improvement through our quality management system and demonstrated by our commitment to achieve ISO 9001 accreditation. The post-holder will review, analyse, identify and implement opportunities for quality improvement within their specialism and as part of the wider team through our strategy development and internal audit processes.

Key contacts/relationships

The post holder will build and maintain effective working relationships both within HDR UK, with key partners in the British Heart Foundation and with other key stakeholders. The Executive Assistant will have close working relationships with the Director and Operations Director of the BHF Data Science Centre, the Digital Innovation Hubs Programme Director, other members of the BHF Data Science Centre team and members of HDR UK.

Knowledge, skills and experience

Essential

Experience

- Have provided executive assistant services for directors in an equivalent sized organisation, for at least 6 years.

Skills

- Excellent written and verbal communication skills with the ability to communicate effectively and confidently with people at all levels. Ability to produce high quality reports in Word and PowerPoint. Ability to write high quality professional emails.
- Excellent interpersonal skills and ability to handle sensitive issues positively and confidentially.
- Excellent relationship building and networking skills.
- Excellent organisational skills, with the ability to manage competing priorities in a fast-paced environment and to working in an agile, flexible and pragmatic way.
- Ability to work accurately with attention to detail.
- Ability to work as part of a team.
- Ability to work autonomously and make decisions without supervision.

Desirable

- Previous experience in grants management and managing grants stakeholder relationships within an academic or not-for-profit environment is advantageous.
- Experience of working in research or academia.
- Experience of multidisciplinary team working.

Dimensions

- This is a full-time role. Travel may be required on occasion between the HDR UK/BHF Centre bases in Edinburgh and London, and to our Partner organisations. The primary location of the role is flexible but either Edinburgh or London would be the preferred primary base.

Application Process

Please apply with a CV and covering letter of no more than 500 words explaining what you can bring to this role, including your current salary, to hdruk@gravitatehr.co.uk

The closing date for this vacancy is 5pm 11th August.

Interviews are expected to take place via videoconference.

Equal Opportunities Policy Statement

Health Data Research UK is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Values

HDR UK's values guide how we work together within HDR UK and with our partners and other stakeholders:

1. **Transparency:** we will share information, insights, and innovations so that we learn faster together.
2. **Optimism:** we believe that we can make things better, that we can do things differently and that we can overcome challenges to create a new and thriving health data ecosystem that benefits patients and the public, the NHS, scientific discovery and industry.
3. **Respect:** we deliver better results when we work in a truly interdisciplinary way. We listen, share, and respect a diversity of thought and opinion, perspective, and experience. We are inclusive - leveraging and fairly attributing the expertise and capabilities of others.
4. **Courage:** we are leading the way and will be prepared to try new things, take risks, embrace ambiguity, and challenge the status quo. We will contribute opinions to shape the future of health data research.
5. **Humility:** we have a lot to learn from others; and aim to be free from pride and arrogance.