

## Health Data Research UK

### Applicant pack

#### Job description and person specification

<b>Post:</b>	Doctoral and Internship Programme Manager
<b>Location:</b>	HDR UK Offices, Health Data Research UK, Gibbs Building, 215 Euston Road, London, NW1 2BE. All HDR UK roles are primarily based at the London offices, however we are flexibly working across a number of geographical locations. Travel may be required to HDR UK locations and partner organisations.
<b>Reporting to:</b>	Programme Director, Health Data Research UK-Turing PhD Programme in Health Data Science
<b>Salary:</b>	£45k
<b>Closing Date:</b>	<b>5<sup>th</sup> November 2021, 5pm</b>
<b>Interview Date:</b>	<b>Week Commencing 8<sup>th</sup> November 2021</b>

#### 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.

Our mission is to make game-changing improvements in the health of patients and populations through data science research and innovation.

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 from molecule to man. By undertaking research at scale, across a population of up to 65 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.

## Context

HDR UK's vision for Talent and Training is to bring together and train our community of 10,000 health data scientists to work with diverse health data safely and securely so they can transform lives. We work with academia, the NHS, industry and members of our UK Health Data Research Alliance to:

- **Define the skills** needed to work with health data to address important health challenges;
- **Identify and curate a range of training resources** through our Health Data Research Innovation Gateway to increase improved use of health data;
- **Deliver training that addresses gaps**, helping develop new careers and roles in Health Data Science.

Our training programmes will support and equip scientists for a future where health data research studies can be rapidly taken forward and new connections are unconstrained by traditional discipline and organisational boundaries. We will make the UK the go-to place internationally for data science leadership, poised to attract international leaders and export UK expertise to other countries.

## Duties and Responsibilities

This post will be a key member of the Talent and Training team and lead the delivery of all operational and administrative aspects of our PhD programme funded by the Wellcome Trust and also lead the development and delivery of HDR UK's internship programmes including (i) our Black Internship Programme delivered in partnership with 25+ partner organisations and (ii) our Wellcome-funded Biomedical Vacation Scholarship scheme. The role holder will manage all aspects including enquiries, applications, marketing, pastoral care, organising committees, and internship programme design working with relevant partner organisations and the central team to ensure new and existing administrative processes are implemented effectively. The post will lead in achieving a high quality and timely service to current and prospective students and interns, and staff relating to the designated courses/programmes and beyond.

This role provides the essential professional services support for programmes and is key in making them a success that is visible to the outside world (eg via website and social networks). The role-holder reports directly to the Programme Director for Talent and Training but will liaise closely with the PhD Programme Directors for day-to-day duties.

### About the PhD Programme

The Health Data Research UK-Turing Wellcome PhD Programme in Health Data Science (<https://www.hdruk.ac.uk/careers-in-health-data-science/phd-programme/>) is a national PhD programme involving seven partner UK universities. Its mission is to provide an innovative framework for doctoral training in health data science that seeks to develop the future leaders that will address HDRUK's national research priorities. The PhD programme will recruit 8-10 outstanding students per year for five years between 2020-25 from a quantitative background with interests across data science methodology and its applications.

### HDR UK Internship Programmes

In 2020 we launched a Black Internship Programme in partnership with the 10,000 Black Interns initiative as part of our commitment to create better black representation within the health data science communities

by creating more opportunities for those groups to be involved in this vital work. These six-week placements include activities such as conducting research and developing health data analysis, learning about the latest approaches and technologies in the field, collaborating with teams and communicating results and ideas to stakeholders.

Our Biomedical Vacation Scholarships funded by the Wellcome Trust, provide six-week placements for undergraduates to provide them with experience of research during the summer holidays, with the aim of encouraging them to consider a career in research.

We are particularly welcoming of applicants with diverse backgrounds (including geography).

### **Main Responsibilities**

In order to succeed, the post-holder must be collaborative, efficient, organised and take great care in attention to detail. The role requires interaction with internal and external stakeholders, so demands a professional attitude, willingness to help and a positive outlook to execute the duties outlined.

#### **Programme Administration**

- Deal with/Oversee arrangements for enquiries by telephone, email, letter and in person relating to entry requirements, progression, etc.
- Work with colleagues across all departments and partner organisations is associated with to ensure effective management of the programmes, and provide administrative support to senior academic and professional service colleagues.
- Oversee the recruitment programme (in partnership with The Turing Institute for our PhD programme) to support agreed recruitment, publicity and advertising to the programme ,arrange interviews, open days and other activity for prospective students.
- Take overall responsibility for the admissions process, including liaising with the Programme Directors to ensure applications are reviewed in a timely manner and the interview process conducted effectively (overseeing schedules, booking venues, recording panel decisions and informing candidates of results).
- In conjunction with Faculty, organise the student induction activities and support students as they begin their studies and internships, including advice on registration procedures.
- Plan for the new and existing cohorts at start of session and all associated presentations, talks and surgeries for students.
- Work with other administrators/academic programme directors to ensure a departmental timetable with associated room bookings is successfully delivered for all designated HDR UK led taught courses.
- Upload and maintain programme content on our website and learning platform in conjunction with the central communications team.
- Assist the Programme Directors to stimulate students' networks and manage any social media (e.g. twitter, LinkedIn) relating to the programmes to enhance student experience.

#### **Student records and enquiries**

- Be the first point of contact for queries from students, regarding regulations, timetabling and pastoral guidance, and provide advice on procedures, programme choice, financial implications etc.
- Ensure centrally held student records are updated and conduct occasional analysis of student data to assist with strategic planning and recommendations.
- Assist with general student welfare, referring students to others as appropriate.

- Work with programme leads to co-ordinate and analyse student evaluation questionnaires, implementing changes according to feedback, as required.
- Advise students and assist with the data collection relating to Researchfish and ensuring the process is conducted as required.

#### **Committees, Meetings and Reports**

- Produce results reports and programme statistics for all designated courses/programmes (to inform committees, funding bodies, external audits and for HDR UK planning purposes).
- Liaise with Wellcome Trust or other funders, including drafting reports and collation of information requested.
- Attend, contribute and service relevant committees (to include gathering agenda items, distributing paperwork, contributing to the meeting, taking and circulating minutes and ensuring that agreed actions are carried out by the relevant staff).
- Keep informed about course and committee developments, attending meetings as required, and present this information to other relevant persons within the department.

#### **Finance Administration**

- Work closely with Programme Directors concerning arrangements for student scholarships including ensuring funds are managed in line with guidelines
- Overseeing expenditure and purchasing processes for students where applicable.

#### **Administrative Support**

- Contribute to the general education administration burden on the Institute, including leading on some tasks as agreed among the team.
- Be a 'first point of contact' for student and staff queries relating to the PhD and internship programmes
- Contribute to the general management of education for example running events, organising staff meetings and training etc.
- Provide cover for other colleagues in busy periods or when staff are on annual or sick leave.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

#### **Knowledge, Skills, and Experience:**

Candidates should:

- Experience of managing complex projects with multiple stakeholders to tight deadline
- Experience of working with students, ideally research postgraduates
- Experience of delivering a high-quality student or customer experience
- Experience of managing budgets
- Experience of developing reporting
- Experience of analysing data and drawing out key themes
- Experience of working across a wide range of stakeholders
- Experience of organising events
- Ability to act with resilience and to take a solution-focussed approach to tackling issues

- Commitment to EDI principles

The following is desired but not essential:

- Experience of working in higher education institutions
- Experience of managing or supporting doctoral training programmes
- Experience of developing activities to improve equality and diversity

### Dimensions

- This is a full-time role.
- Travel may be required to HDR UK locations and partner organisations.

### Application Process

Please apply with:

- a up-to-date two-page CV including contact details for two referees
- a one-page covering letter explaining your suitability for the role with reference to the criteria and role specification given above,

All applications should be sent to [hdruk@gravitatehr.co.uk](mailto:hdruk@gravitatehr.co.uk)

**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.