

Health Data Research UK

Applicant pack

Job description and person specification

Post:	Programme Delivery Manager
Location:	Flexible
Salary:	£45,000
Duration:	Permanent
Reporting to:	Chief Science Strategy Officer (CSSO), 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.

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.

Purpose of the post

The Programme Delivery Manager in the Science Team will be a key member of the Institute, working with HDR UK's national research teams to coordinate a dynamic programme of distinctive, world-leading health data science. The role will be integral to supporting the Programme Director in delivering HDR UK's research programmes, working in partnership with HDR UK's sites and research organisations across the UK. The Programme Delivery Manager will have day-to day responsibility for coordinating activities of HDR UK's research portfolio.

Main responsibilities

- You will manage the co-ordination of HDR UK's science portfolio, working closely with HDR UK teams to ensure that delivery is on track and identify mitigating actions where necessary.
- Project managing activities across the research programmes including; co-ordinating and assisting in delivering working group activities, including cross cutting themes, workshops, and other events (in conjunction with the Communications and Engagement team).
- You will be responsible for the collation of all monthly, quarterly, and annual reporting from the research sites to the central finance and operations teams.
- You will act as the primary point of contact for the HDR UK site professional leaders across the Institute.
- You will develop lasting relationships with the key stakeholders that foster efficient and collaborative ways of working across the whole of the HDR UK research programme.
- You will work closely with the Programme Director to ensure that HDR UK's research activities are integrated effectively within the HDR UK Innovation Gateway.
- Coordinating activities to support the development of the Innovation Gateway, including collating of data, and reporting information on progress.
- Engaging with stakeholders on the progress of the Innovation Gateway projects and maintaining communication across the projects and partners as required.
- Organising meetings and supporting the Programme Director in scheduling and managing research events/workshops.
- You will respond to challenges and opportunities with optimism and respect, seeking to identify the cause, rather than focussing on immediate issues. You will think ahead and actively manage risks, anticipating issues and proposing solutions.
- You will display flexibility to adjust plans as necessary. You will be content managing ambiguity, provide clarity and support others through change.
- You will be responsible and accountable to the Programme Director for the successful delivery of HDR UK's research programme.
- You will identify opportunities to improve ways of working, tools or processes and support other members of the Senior Leadership Team to establish high-quality operating procedures and disseminate templates, standards and governance processes.

Planning and organising

This full-time post is part of a small central team that leads and manages the HDR UK Research Programme, working closely with HDR UK's Research Directors, expert scientists, engineers and professional services teams embedded in research organisations across the UK. The post will plan and manage a diverse workload of complex, over-lapping tasks and will require high levels of organisational skill. The post-holder will need to effectively plan and deliver their work but also be able to respond to changing needs in a fast-paced organisation.

At the same time, the post holder will require a flexible approach to work to fast-paced and changing demands on the team and based on external changes. Therefore time management will be important.

Problem solving

The Programme Delivery Manager 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 and resilience in dealing with enquiries, problem solving and decision making. The post holder will be expected to make effective judgements on when to escalate issues to senior colleagues' attention and with what urgency.

Decision making

With support from the Programme Director, the Programme Delivery Manager will identify, initiate and develop opportunities for collaborative working with the members of the HDR UK team across the UK and with relevant national and international partners and organisations.

Continuous improvement

HDR UK is dedicated to continuous improvement through our quality management system and has achieved ISO 9001 accreditation. The post-holder will review, analyse, identify and implement opportunities for quality improvement within their role 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 across HDR UK, with Research Site Teams, members of the central HDR UK office and with other key stakeholders. The Programme Delivery Manager will have close working relationships with the HDR UK CSSO, Programme Director, Science Manager as well as the Site Professional Team members, Research Directors and other members of the HDR UK leadership and delivery teams.

Knowledge, skills and experience

Essential

Experience

- At least two years working in administration or project management roles.
- Be able to demonstrate an understanding of project management in academic or research related sectors with experience of providing operational support to the senior management team.
- Effective autonomous and small team working.
- Project and Programme roles and use of one or more project management methodologies.

- Involvement with quality management principles and processes.
- Use of risk assessment and management principles and processes.
- Networking, negotiating and influencing people.
- Broker relationships with stakeholders within and outside immediate role.
- Awareness of health data research landscape and how it affects the programme.

Skills

- Excellent written and verbal communication skills with the ability to communicate effectively and confidently with people at all levels.
- Excellent interpersonal skills and ability to handle sensitive issues positively.
- Ability to explain concepts without technical jargon.
- Excellent relationship building and networking skills.
- Excellent organisational skills, with the ability to manage competing priorities in a fast-paced environment.
- 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.
- Ability to process complex information and present targeted messages to different audiences.

Desirable

- An understanding of research delivery within the public sector, academia or industry.
- Experience of multidisciplinary team working.
- Experience of working in a fast-paced and evolving environment.

Dimensions

- This is a full-time role.
- Frequent travel will be required to partner organisations.
- As a result of the pandemic, staff are currently working remotely. As restrictions are eased, we will return to hybrid working, with some physical presence at the London office. The home office for this role is based in London.

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 18th October 2021.

Interviews are expected to take place during the last week of October 2021.

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.

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.