

Health Data Research UK

Applicant pack

Job description and person specification

Post:	BHF Data Science Centre Research Project Manager
Location:	Flexible. Primary base could be anywhere in the UK, but must be willing and able to travel to London and elsewhere (mainly UK) in connection with the role
Salary:	£58,000
Duration:	To 31 st December 2024, with prospects for extension for a further 5 years
Reporting to:	Operations Director, BHF Data Science Centre

About Health Data Research UK and the BHF Data Science Centre

Health Data Research UK (HDR UK) is the UK's national institute for health data science. Our mission is to unite the UK's health data to enable discoveries that improve people's lives. It is funded by UK Research and Innovation, the Department of Health and Social Care in England and equivalents in Northern Ireland, Wales and Scotland, and leading medical research charities.

HDR UK was set up in 2018 to support research on health data at scale to advance our understanding of disease and enable new discoveries that will ultimately improve health and care. We have established national research programmes that use data at scale, and we are building an infrastructure to enable the responsible access and analysis of this data. Our work is structured around three key themes:

- Uniting health data – including our work with data custodians through the [UK Health Data Research Alliance](#) and on making health data discoverable and accessible through the [Health Data Research Innovation Gateway](#).
- Improving health data – incorporating contributions from HDR UK's [Human Phenome](#) and [Applied Analytics](#) priority areas, the [Health Data Research Hubs](#) and the [BHF Data Science Centre](#), including our work on improving data quality and standards, on data curation, and on developing tools and methods for sharing, linking and analysing data.
- Using health data –including our work on research discoveries and skills development across four national priority areas: [Understanding the Causes of Disease](#), [Clinical Trials](#), [Public Health](#) and [Better Care](#).

We are delivering this strategy through our inclusive, team-oriented One Institute ethos - bringing together NHS, universities, research institutes and charities.

About the BHF Data Science Centre

The [British Heart Foundation \(BHF\) Data Science Centre](#), is building on a £10m initial 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 works 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).

The BHF Data Science Centre does not hold data itself. Instead, it works with relevant data custodians, including through the UK Health Data Research Alliance and Health Data Research Innovation Gateway, 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' from national registries, NHS electronic medical records, cohorts and other relevant datasets.

The centre also hosts the diabetes data science catalyst, which enables access to and use of data from people with diabetes. Research enabled by the catalyst will enhance our knowledge of the links between diabetes and cardiovascular disease; facilitate a deeper understanding of the causes and progression of diabetes as a major cardiovascular risk factor; and drive improvements in treatment and prevention of diabetes, with associated reductions in cardiovascular disease.

Extensive and ongoing engagement with key stakeholders has shaped the development of the centre's six thematic areas across which cardiovascular and diabetes research will be supported:

- Better access to and use of **structured health data** UK population-wide for cardiovascular research
- Better access to and use of **unstructured health data** (including imaging data) at scale for cardiovascular research
- Enabling large-scale use of **personal monitoring data** in a wide range of cardiovascular research
- Developing and refining **computable cardiovascular phenotypes** for different applications
- Supporting discoveries of cardiovascular disease causes, prediction, early detection, prognostic tools and treatments using **disease-based cohorts**
- Developing methods and infrastructure for large, efficient, **data-enabled cardiovascular trials**

Purpose of the post

The successful candidate will be a key member of the BHF Data Science Centre team and will work with stakeholders across academia, NHS, industry, the third sector and the public, to deliver on the objectives of the BHF Data Science Centre.

This post would suit someone who has experience in project managing clinical research, e.g. registries, cohorts, trials, which have linked with other healthcare systems data or who additionally has an interest in the use of large-scale data to support cardiometabolic health research. To be effective in this role, the successful candidate will have a good understanding of the challenges and benefits of linking consented research data e.g. cohorts, trials to other types of health data.

The person should be well organised with good project management skills. They should be looking to apply those skills across a range of cardiometabolic clinical research with a particular focus on health data science. The post holder will have excellent influencing and negotiation skills, experience of working on complex projects with multiple partners and be comfortable working at pace. This post will work across a number of our thematic areas, but a key focus will initially be on our 'Enhancing Cohorts' thematic area.

Main responsibilities

- Work with the Associate Director for the Enhancing Cohorts theme to deliver a portfolio of work supporting cardiometabolic cohorts and their linkage to a wide range of health data, e.g. coded data from electronic health records, imaging data, biosample data. A good understanding of the processes and Governance involved will be essential
- Work with the BHF Centre Director, Associate Directors, Operations Director and other members of the team to define project plans, tasks and resource requirements across thematic areas. Work closely with other Research Project Managers in the team to ensure plans are communicated across themes, share learnings and provide support
- Create and execute project work plans across work programmes/streams and projects
- Project management of day-to-day aspects of Centre work programmes/streams and projects, including pro-active risk / issue management and mitigation, taking remedial action where necessary to ensure that the project deliverables are achieved.
- Implement and manage the agreed project changes and interventions to achieve project outputs.
- Track and report on progress, across work programmes/streams and projects to internal and external stakeholders.
- Produce and present reports defining project progress, problems and solutions.
- Work with the Executive Assistant to ensure project documents are complete, current, and stored appropriately, adhering to the agreed version control process.
- Build and maintain relationships, and effectively manage a range of external partners and stakeholders (e.g. BHF, cardiometabolic research community, research cohort community, data controllers, healthcare professionals, patients and public), providing timely and transparent communications.
- In collaboration with BHF Data Science Centre senior management, Communications and Events Manager, Patient and Public Involvement and Engagement Manager and the HDR UK Insights, Communications and Engagement (ICE) Team to identify opportunities to communicate milestones, deliverables and impact of Centre activities.
- Develop lasting relationships with the key stakeholders that foster efficient and collaborative ways of working across the BHF Data Science Centre.

Delivering a portfolio of work

The post-holder will deliver a portfolio of work across a number of the BHF Data Science Centre's thematic areas, including Enhancing Cohorts. The aim of the Centre's work is to support and enable research scientists and clinicians in the safe and ethical use of large-scale health data in cardiometabolic research.

Planning and organising

This post is part of a small team that is embedded in HDR UK and will build on UK-wide partnerships to deliver the activities of the BHF Data Science Centre. The Research Project Manager will be responsible for planning and day-to-day management of a diverse and complex workload encompassing Centre thematic areas and projects. This will require exceptional planning and organisational skills to coordinate and monitor across a number of complex projects with multiple partners to ensure delivery of objectives within deadline. At the same time, the post holder will require a flexible approach to work to changing demands of the core team and based on external changes.

Problem solving

The Research Project Manager will be expected to use problem solving skills to respond to the diverse demands on the team. As part of a small team, the post holder will operate with significant independence and will require confidence and resilience in planning and in dealing with enquiries and challenges that arise across the centre's work programme. 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 and on behalf of the Centre, where required. With support from the BHF Data Science Centre Director, Associate Directors and Operations Director, the Research Project Manager will identify, initiate and develop opportunities for collaborative working with the broader members of the cardiovascular community, wider HDR UK community, 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 both internally, within the BHF Data Science Centre and HDR UK, and externally, with key colleagues within partner organisations and other stakeholders; including:

- BHF Data Science Centre team including the Director, Operations Director, Communications and Events Manager, Associate Directors, Research Project Managers, data and administrative staff.

- BHF Data Science Centre public contributors
- HDR UK central colleagues
- Research cohort community (both population and disease-based cohorts)
- Researchers across partner organisations
- Partners in substantive HDR UK Hubs and sites
- British Heart Foundation colleagues
- External stakeholders including, but not limited to: patients, public, policymakers, media organisations, charities, academic, industry and NHS partners.

Knowledge, skills and experience

Essential

Experience

- Educated to degree level
- At least 3 years' project and trial management experience, ideally in research or academia, with a clear understanding of how clinical research is conducted with a good understanding of some of the challenges involved in linking consented research cohorts to other types of health data.
- Familiar with the governance, routes and processes to access routinely-collected health systems data and its challenges in clinical research and keen to understand further
- Understanding of or ability to rapidly learn about information governance, privacy and security issues with using NHS health records and the key stakeholders in this field.
- Ability to manage complex multi-stakeholder projects in parallel with similar timeframes and conflicting priorities whilst meeting deadlines
- Experience of defining and documenting requirements from complex input from multiple stakeholders with conflicting priorities
- Expertise in adjusting plans or strategies to break down long term strategies into component parts and set milestones
- Proactive approach to engagement with colleagues and problem solving with ability to determine when problems need to be escalated.
- Experience of report writing and presenting
- Ability to demonstrate an understanding of health data science research, the needs of relevant audiences and presenting complex information to different audiences

Skills

- Excellent planning, organisational and time management skills, with the ability to manage competing priorities and issues under time pressures
- Excellent written and verbal communication skills with the ability to communicate effectively and confidently with people at all levels, including senior management
- Excellent people and interpersonal skills to build collaborative partnerships with expertise in working with diverse groups and the ability to handle sensitive issues positively
- Ability to work collaboratively and as part of a multi-disciplinary team

- Excellent networking skills and expertise in maintaining relationships with multiple stakeholders and partners, often with conflicting priorities
- Ability to process complex scientific information, present high quality content and explain concepts without technical jargon
- Ability to work accurately with attention to detail in a fast-paced environment
- Well-developed influencing and negotiating skills
- Ability to work autonomously and make decisions without supervision

Desirable

- Experience of project management working in research or academia
- Experience of multidisciplinary team working
- Experience of using Hubspot, Eventbrite and Survey Monkey

Dimensions

- This is a full-time role
- We are working flexibly across a number of geographical locations in the UK. Travel may be required to HDR UK locations and partner organisations.
- HDR UK is a national institute, and our activities take place across the UK.

Application Process

Interested applicants are encouraged to contact the BHF Data Science Centre Operations Director to discuss further: bhfdsc@hdruk.ac.uk

Please apply via the online portal, where you will be asked to submit responses to three questions that will be used in the shortlisting process. Please also upload a CV and a covering letter of no more than 500 words explaining what you can bring to this role, including your current salary (combine the CV and covering letter into one document before uploading to the portal).

The closing date for this vacancy is midnight on Sun 12th June 2022

Interviews are expected to take place between 21-23 June 2022. Interviews will take place via zoom

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.