

Project Manager

Applicant pack

Job description and person specification

Post:	Project Manager (<i>Public Engagement in Data Research Initiative</i>)
Location:	Flexible - UK based remote working and / or in one of HDR UK's locations
Salary:	£46, 818
Duration:	Fixed Term until end of March 2023 with possibility for extension
Reporting to:	Senior Manager – Patient and Public Involvement and Engagement

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.

We have been central to the UK's response to COVID-19, enabling a trustworthy, national approach to using health data, drawing on the full capabilities of UK research, enabling health data for research into understanding the virus, clinical trials for treatments (including Dexamethasone), symptom trackers, risk calculators and impacts on vulnerable groups, including cancer patients.

HDR UK's strategy

Our strategy focuses on three core areas:

1. **Research Data Infrastructure and Services** - providing the UK-wide and global co-ordination and leadership of health data infrastructure and services required to make health-relevant data FAIR (Findable, Accessible, Interoperable and Reusable). This builds on the convening, collaborative and co-ordinating role of the [UK Health Data Research Alliance](#) and includes the [Health Data Research Innovation Gateway](#) and the [Health Data Research Hubs](#)
2. **Research Driver Programmes** - advancing research discoveries through high impact UK-wide programmes that address major health and societal challenges, guide the development of the infrastructure and services for the benefit of other researchers and are outward-looking with global reach.
3. **One Institute Partnerships** - through national leadership with a clear vision and ambition to assemble a health data research ecosystem with enduring benefits for all researchers. As an innovative distributed UK-wide and increasingly global Institute, we act as a flagship for team science, drawing on skills, resources, and expertise from academic, NHS, industry and government partners.

Purpose of the post

HDR UK is seeking to appoint an experienced and hands-on Project Manager to deliver a vital UK-wide initiative that will build public trust and confidence in the use of data and statistics in research. Reporting into the Senior Manager, Patient and Public Involvement and Engagement at HDR UK, this new and pivotal role will work with the three lead organisations, HDR UK, Administrative Data Research UK and the Office for National Statistics and a growing number of partner organisations (including Ada Lovelace Institute, Cancer Research UK, and NHS England). The role will be key to supporting, and drawing on expertise of, organisations across the data research and statistics sector in the UK to embed meaningful public engagement and involvement in data research.

The Public Engagement in Data Research Initiative (PEDRI) has set up its approach and delivery plan until March 2023 and needs a skilled and collaborative Project Manager to drive delivery of this plan. The role holder will bring effective project management tools and skills to work with and support organisations, teams and senior leaders to deliver on objectives across communications, events and stakeholder involvement and engagement. Additionally, the postholder will have a central role in working across the data research and statistics ecosystem and drawing on expertise to enable shared knowledge and learning on best practice to involve and engage patients, the public and practitioners in data science.

The successful candidate will share HDR UK's values, have strong collaboration skills, excellent communications skills, be comfortable with supporting multiple projects at pace in a complex organisation and demonstrate a clear willingness and passion to support organisations within the Initiative to trial, develop and deliver innovative approaches to engagement.

Main responsibilities

- Manage and deliver the detailed project plan for the Public Engagement in Data Research Initiative (PEDRI), reporting on progress, and highlighting key milestones and risks to key stakeholders
- Enable the Public Engagement in Data Research Initiative (PEDRI) Delivery Group to complete identified programme tasks to time and plan in new activities as appropriate
- Organise PEDRI meetings including the fortnightly Delivery Group meetings, quarterly workshops and ad-hoc working group meetings whilst ensuring agendas, meeting notes and actions are sent out in a timely manner
- Co-ordinate regular reports from different working groups and prepare relevant updates for onward communication
- Manage day-to-day operational aspects of projects ensuring project documents are complete, current, and stored appropriately
- Act as the 'single point of contact' for the Initiative across partner organisations ensuring they are kept updated, receive all information in a timely manner and that any issues are dealt with in a sensitive manner
- Support small working groups to develop full scale project plans and programme of activities, define outcomes, schedule project timelines, assign individual responsibilities and timescales and identify requirements including for wider stakeholder engagement
- Manage the development of reference communication materials such as standard presentation and comms decks
- Commission external suppliers to support delivery of the Initiative's communications and/or events, managing relationships and project managing delivery to time and budget.
- Work with the PEDRI partners to develop and define best practice, and oversee the development of resources and materials that can be adapted and re-used
- Organise, co-ordinate and support high quality events to engage with a wide range of audiences, managing event logistics, evaluating effectiveness, providing follow-up communications and ensuring event outputs, impacts and learnings are disseminated widely
- Work with partner communications and engagement teams and commission suppliers to develop and implement high-quality channels and content for communication and collaboration, including the creation of a new website
- Maintain a calendar of communication, events and engagement activities, coordinated across partner organisations
- Working with PEDRI partners to horizon scan for opportunities to share successes that help raise the profile of the Initiative's work
- Support the Initiative Co-Leads to onboard new partner members who wish to join the Public Engagement in Data Research Initiative
- Support with coordinating the involvement of key stakeholders throughout the programme
- Working with colleagues across partner organisations, maintain relevant media and communication contact lists in Hubspot (CRM)
- Work with senior leaders across the Initiative partner organisations to source and apply for further funding, being clear on resource requirements
- Support finance tracking and liaise with the HDR UK Finance team

Planning and organising

This post is part of new Initiative which has ambitious plans that span across the data research and statistics ecosystem. The Project Manager is responsible for planning and enabling members of the Initiative to deliver on defined activities, aligned to the strategy, that meets the demands of wider sector. This will require exceptional organisational skills, and ability to manage multiple projects at one time, to ensure work is delivered within deadline and to budget. At the same time, the post holder will require a flexible approach to work to changing demands of the Initiative and based on external changes so that we can ensure a coordinated approach across the data research and statistics ecosystem.

Problem solving

The Project Manager will be expected to use problem solving skills to respond to and manage the diverse demands on the team leading the Public Engagement in Data Research Initiative. The post holder will operate with independence, dealing with and responding to issues brought to their attention. The post holder will require confidence and resilience 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 and on behalf of the Public Engagement in Data Research Initiative, where required. With support from senior colleagues, the Project Manager will identify and develop opportunities for collaborative working with relevant national and international partners and organisations.

Key contacts/relationships

The ability to establish strong and productive working relationships across a range of professionals is vital to the success in this role. The post holder will have a proactive, enthusiastic and collaborative approach and will be comfortable working in an environment where there are conflicting and opposing views. Vital to this will be building and maintaining effective working relationships, leveraging expertise from colleagues across the data research and statistics sector.

Knowledge, skills and experience

Experience

- Experience in project management with an ability to apply management principles and processes and proactively manage risk
- Experience of defining and documenting requirements from multiple stakeholders
- Demonstrable experience of planning, running and evaluating activities
- Demonstrable success in running several projects at once to similar timeframes with conflicting priorities
- Demonstrable success in delivering complex programmes with multiple components and many collaborating organisations in a fast-paced environment
- Demonstrable experience of developing effective strategies and building buy-in across broad and diverse stakeholder groups
- Strong supplier management experience in delivering high quality outputs, such as for events and resource development

- Experience of facilitating meetings and delivering presentations
- Experience of organising and managing successful workshops and events
- Excellent experience of supporting and communicating effectively with range of stakeholders, including written communications (e.g. news stories, case studies)
- Excellent experience in collaborating across teams and/or organisations to help create and co-deliver shared goals
- *Desirable - Experience of using Hubspot, Eventbrite and SurveyMonkey*
- *Desirable - Experience of supporting the development of communications channels, including websites*

Skills

- Expertise in adjusting plans or strategies to break down long term strategies into component parts and set milestones
- Knowledge and application of a range of project management tools such as Agile methodologies and software such as Trello / Jira as well as traditional GANTT style planning
- Excellent stakeholder engagement / account management including ability to network, negotiate and influence effectively with range of stakeholders, including patients and the public
- Excellent communication skills, written and verbal, including the ability to explain concepts without technical jargon and communicate confidently with people at all levels
- Proactive and supportive approach to engagement with colleagues to support problem solving with ability to determine when issues need to be escalated
- Proven track record of working under pressure and able to make decisions in a timely manner as required with a flexible and adaptable approach
- Solutions and delivery focused with an innovative approach and strong experience of taking initiative
- Excellent attention to detail with the ability to produce high quality materials
- Ability to work as part of a team
- Ability to work autonomously and make decisions without supervision
- Ability to facilitate and engage effectively with teams
- Excellent planning, organisation and time-management and project management skills with a proven track record of delivering challenging projects on deadline

Knowledge

- *Desirable - Understanding of data protection relating to events and marketing, including GDPR*
- *Desirable - Knowledge of the public sensitivities of using data for research*
- *Desirable - Awareness of sensitivity to data access*

Dimensions

- This is a full-time role.
- To enable us to embed meaningful involvement and engagement across our work, there may be circumstances where meetings, workshops or events with our public contributors are run outside of core working hours. This is to ensure we can work with a wider range of patients and the public e.g., those who currently work in the day. If this is the case, you will be offered TOIL (as agreed in advance with the Senior Manager – Patient and Public Involvement and Engagement)

Application Process

For an informal discussion about the role please contact Recruitment@hdruk.ac.uk to talk with the appropriate member of the team.

How to apply: We use a recruitment process that is based on finding out more about the relevant skills and knowledge an applicant has and to help us with this we ask you 3 or 4 skills-based questions as part of the application process.

We will ask you to upload your CV and covering letter, please do this in one document, this will be anonymised and may be used to help us with our shortlisting.

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.

Further details about 'Public Engagement in Data Research Initiative'

As organisations in a privileged position to work with data, we have a duty to understand the public's needs, interests and concerns and to involve them in decisions about data projects. It is our responsibility to provide clear explanations to the public on how and why data is gathered, stored, shared and used, to communicate the safeguards, and transparently share the outcomes of these uses.

To address this challenge, we need to embed meaningful public involvement and engagement across the data research and statistics ecosystem. This needs collective action. HDR UK is co-leading with the Office for National Statistics and Administrative Data Research UK, the 'Public Engagement in Data Research Initiative' which brings together partner organisations across the sector to collaborate on best practice and ensure data is being managed and used in ways that demonstrate trustworthiness and build public confidence. The Initiative will build and progress on the foundations already set by the partners to rapidly improve the collective impact and efficiency.

There are four key aims to this Initiative:

1. Subscribing to best practice in public involvement

- Test drive the implementation of public involvement and engagement standards in data-driven 'driver projects' that tackle complex issues which could impact public trust and confidence.
- Sign up to and uphold a 'shared commitment to improve public involvement in research'.

2. Sharing and creating resources that will enable the sector to embed principles for best practice

- Develop a co-branded range of guidance, templates and case study examples that would support delivery of the principles of best practice – only adding in areas where there is a gap.
- Create a web presence for those in the sector and the public to hold resources being created, signpost to existing resources, showcase publications outlining public perceptions and attitudes and provide an overview of upcoming involvement and engagement activities to enable collaboration.

3. Communications and the media

- Actively promote case studies, examples of methodologies and impact of public involvement.
- Identify key spokespeople from trusted groups who are briefed and can speak publicly, with consistent messages, about the benefits of data access and research to the public.

4. UK-wide public campaign on data

- Raise awareness and grow understanding across the general public, particularly those who are currently underrepresented and underserved in data research, of the access and use of data across the UK, acknowledging the differences amongst communities and nations.