

# Project Officer – Data and Connectivity National Core Study

## Applicant pack

### Job description and person specification

<b>Post:</b>	Project Officer – Data and Connectivity National Core Study
<b>Location:</b>	HDR UK Offices, Health Data Research UK, Gibbs Building, 215 Euston Road, London, NW1 2BE
<b>Salary:</b>	<b>£45,075</b>
<b>Duration:</b>	<b>6 month fixed term appointment (possibility this role could be offered as a secondment)</b>
<b>Reporting to:</b>	Senior Programme Manager

### About the Data & Connectivity National Core Study

The [National Core Studies](#) (NCS) programme is an important initiative, enabling the UK to use health data and research to inform our long-term response to COVID-19 and accelerating progress in establishing a world-leading health data and research infrastructure for the future.

The programme comprises six National Core Studies (Epidemiology and Surveillance, Clinical Trials Infrastructure (Vaccines and Therapeutics), Transmission and Environment, Immunity, Longitudinal Health & Wellbeing and [Data and Connectivity](#) led by experts from across the UK. Data and connectivity is a cross cutting study which connects the other five studies and accelerates the approach to answering key research questions the by enabling streamlined data access and analysis. The study will address the current fragmentation of the UK data infrastructure by working in partnership with key delivery partners (Trusted Research Environments) and other stakeholders from across the four nations to organise medical, biological and social science data on an unprecedented scale and complexity.

The Data and Connectivity NCS study aims are:

- to build a national health data research capability to support Covid-19 research questions.
- To ensure datasets are discoverable and accessible.
- To establish linkages to answer the research questions prioritised in the other National Core Studies.

- To harmonise methods and standards in NCS research.

The Study also funds several research projects who are using the COVID-19 datasets and infrastructure, and some key initiatives which are addressing unmet needs within the health data ecosystem, such as development of an Outbreak Data Analysis Platform in Edinburgh, and enabling regional, rapid linked health data flows available for research more rapidly than similar data currently available at national level.

The Data and Connectivity study is being led by Health Data Research UK (HDR UK) in partnership with the Office of National Statistics (ONS). The study commenced in October 2020 and will run until March 2023.

The Project Officer for Data and Connectivity will sit within HDR UK and work closely with the core Study team, wider HDRUK teams, study leads across HDR UK and ONS, and the programmes' numerous delivery partners and stakeholders, providing administrative and project support to all aspects of the Study.

## About Health Data Research UK

Health Data Research UK (HDR UK) is the 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 – which includes the UK Health Data Research Alliance and the Health Data Research Innovation Gateway.
- Improving health data – which includes tools, methods, Health Data Research Hubs and the BHF Data Science Centre.
- Using health data – which includes 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 - built on our values.

As a non-profit organisation our goals are not commercial. We are seeking to attract people to work and collaborate with us, and to use the products and tools that we are developing to support the UK's research community in answering some of the most challenging health questions of our time.

## Overview of the role and main responsibilities

The Project Officer for Data and Connectivity will work closely with the core study management team within HDR UK, study leads at HDR UK and ONS and across the various study delivery partners, study teams delivering key workstreams, other National Core studies and teams undertaking priority research, and system stakeholders. Main responsibilities will include supporting the day-to-day administration of projects and workstreams, assisting with reporting requirements to funders and wider Study Governance, collating and updating metrics on Study outputs and tracking delivery of the Study across delivery partners and workstreams via a monthly reporting cycle. The successful candidate will share our values, have strong collaboration skills, be comfortable with working at pace and have a passion for professional, high-quality approaches to project support and co-ordination.

### Main Responsibilities

Supporting the Senior Programme Manager and the Data & Connectivity team, this role would:

- Work with the Senior Programme Manager and wider core team, to ensure identified key project support and admin tasks are completed on time and new activities continuously planned in.
- Provide high level project support of specific activities across the programme. Examples of key activities include:
  - a. Working closely with delivery partners and funded projects to monitor deliverables and actions by co-ordinating the monthly reporting
  - b. Support the Senior Programme Manager with reporting requirements to funders and Study Governance by co-ordinating and collating updates across workstreams
  - c. Provide high level administrative support to the core team – organising meetings, taking minutes and following up on actions
  - d. Collate outputs from research and data uses using the NCS data assets and infrastructure, and lead on adding these to the HDR Innovation Gateway
  - e. Work with the HDR UK Events Officer to ensure smooth set up and running of Data and Connectivity NCS events, from workshops and seminars to large scale events both in person and virtual
  - f. Support development of reference communication materials such as standard presentations and comms decks
  - g. Maintain a structured filing system which includes easy identification and maintenance of the latest versions of key references materials such as external communications presentations, terms of use etc. Support efficient setup and use of team communications and project management tools such as Trello, HubSpot.
- Develop positive working relationships with colleagues within HDRUK, delivery partners, the NCS research community and wider stakeholders
- Coordinate the involvement of key stakeholders at appropriate stages throughout the programme
- Be prepared and able to work flexibly to support colleagues as needed, adapting to an evolving environment and emerging priorities

- Work to ensure HDR UK's standards of trustworthiness, ethics and values are maintained across implementation.

The successful candidate will share our values, have strong collaboration and project management skills, be comfortable with working at pace and have a passion for professional, high quality approaches to engagement.

### **Planning and Organising**

This post is part of a small team that is embedded within HDR UK to support the Data and Connectivity National Core Studies programme. The post will plan and manage a diverse workload of complex, overlapping 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.

### **Decision Making**

The post-holder will make all day-to-day operational decisions for their own workload. With support from the Senior Programme Manager and the Data & Connectivity team, they will identify, initiate, and execute efficient project support of rapid programmes of work within the Data and connectivity programme.

### **Problem Solving**

The post holder 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.

### **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 within HDR UK, and our partner organisations, including the Data & Connectivity delivery partners, wide group of stakeholders, researchers and the programme Public Advisory Board. The Project Manager for Data and Connectivity will have close working relationships with the Senior Programme Manager, Programme Manager, the Alliance Executive Director and members of the Data & Connectivity and Innovation Gateway teams, as well as other HDR UK teams including the Communications and Engagement and Finance and Operations teams.

## Knowledge, skills, experience and values

### Essential

#### Experience

- At least two years working in the health data sector.
- Autonomous and small team working.
- Project/Programme roles and use of one or more project management methodologies. Use of risk assessment and project management principles and processes.
- Providing operational support to a senior management team.
- Awareness of health data research landscape and how it affects the programme.
- Experience of website content management and data curation
- Senior administrative support in busy and fast paced organisation

#### 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.
- Good communication 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

- Experience of working in a fast-paced and evolving environment.
- Experience of multidisciplinary team working
- Experience in project/programme management and delivery across increasing complex projects

## 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.

## Dimensions

- This is a full-time role but part time considered
- We are currently working remotely and expect to a hybrid model of working. Our physical head office is at the Wellcome Trust in London but we are interested in applications from across the UK.

## Application Process

The **closing date** for this vacancy is **23<sup>rd</sup> August at 5pm.**

**Note: secondments will be considered for this position.**

## 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.