

## Job description and person specification

<b>Post:</b>	Project Manager
<b>Location:</b>	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
<b>Salary:</b>	£46,000 - £58,000 dependent on experience
<b>Duration:</b>	Fixed term (end date not after 31 <sup>st</sup> Mar 2025)
<b>Reporting to:</b>	Senior Programme Manager (Brain Health)

### About Health Data Research UK

The UK is in a unique position to realise the potential of health data, thanks to the NHS and its cradle-to-grave records for a population of over 65 million people.

Safe and secure use of this data could improve treatments, deliver better health care and save lives. It could help tackle some of the biggest health challenges worldwide, including cancer, diabetes and cardiovascular disease.

However, access to this data for researchers is often a lengthy, fragmented process, meaning the potential for improving healthcare is far from being realised in full.

Health Data Research UK (HDR UK) is working to accelerate trustworthy data use to enable discoveries that improve people's lives. Our vision is for large-scale data to benefit every interaction with patients, every clinical trial and every biomedical discovery, and to transform public health.

We are a dynamic organisation that works in partnership with the NHS, industry and universities, we aim to facilitate research to better understand diseases and discover new ways to prevent, treat and cure them. Patients and the public are involved throughout, shaping the Institute's work and ensuring that access to data for research is enabled by safe and secure systems and generates public benefit.

The Institute played a major role in the COVID-19 pandemic, working with the NHS and collaborators internationally to link and coordinate the use of large-scale data. With these resources, scientists and doctors could understand more about this new disease, identify which drugs were effective and provide evidence to allow the NHS and policymakers to respond to the challenge.

Our successes include:

- A Trusted Research Environments (TRE) for England was created early in the pandemic with health data covering >54 million people, thanks to a collaboration between NHS Digital and HDR UK through its British Heart Foundation (BHF) Data Science Centre. TREs are highly secure computing environments that provide remote access to health data.
- In autumn 2020, HDR UK was asked to lead a Data & Connectivity programme in partnership with the Office for National Statistics. The collaboration between many partners mapped Covid-19

datasets and delivered data infrastructure and services to allow high-priority research questions to be answered.

- During the roll out of the Pfizer-BioNTech and Oxford-AstraZeneca vaccines against Covid-19, it was vital to understand how they performed in the population. A team supported by HDR UK through the BREATHE Health Data Research Hub were able to rapidly show the high protection offered by the vaccines after a single dose, thanks to assembling linked health data for 99% of the Scottish population.
- Nearly half a million people missed out on starting medication to lower their blood pressure during the Covid-19 pandemic, according to research enabled by the BHF Data Science Centre at HDR UK. The research included 1.32 billion records of medications dispensed to 15.8 million people in England, Scotland and Wales between 1 April 2018 and 31 July 2021.
- A significant landmark early in 2024 saw the first research study of health records for 67 million people in all four UK nations. It looked at gaps in Covid-19 vaccine coverage and found that between a third and a half of the populations of the four UK nations had not had the recommended number of vaccinations and boosters by summer 2022. The approach could be extended to many other areas of medicine with great potential for new discoveries in the understanding and treatment of disease.

HDR UK is a virtual institute, with staff and partners in all four nations of the UK and an office in central London. We are an independent, registered charity with five years of core funding from nine of the UK's leading medical research funders, including 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.

At Health Data Research UK, we employ talented individuals who bring their own unique skills and experience to support the Institute's vision and benefit the whole team. Our values of transparency, optimism, respect, courage and humility guide how we work together within HDR UK, with our partners and other stakeholders.

## HDR UK's strategy

Our goals are to:

- Accelerate trustworthy data use by making it easier and quicker for researchers to find, access and use high-quality large scale data.
- Improve people's lives by unlocking the power of data.
- Shape the future of health data research to realise the UK's potential to be at the forefront of health data innovation.

## Purpose of the post

The postholder will be responsible for project management for one or more individual projects within a diverse portfolio of Brain Health Data Science-related activities. This role will support a senior Programme Manager and work alongside a newly appointed Brain Health Research Director as part of a small team delivering programmatic support, tactical delivery, strategic oversight and stakeholder management for HDR UK's portfolio of brain health related advanced data infrastructure and research activities. They will

be responsible for ensuring that individual projects are well-managed and operate in a controlled, efficient manner to underpin the Institute's activities in brain health.

We are looking for an established Project Manager who has relevant experience within the health data clinical and research communities in the UK and internationally. They will have an excellent track record in managing multi-stakeholder research projects, experience of working strategically with partners and a strong commitment to developing linked health data-enabled approaches to enhance understanding of the causes and progression of neurodegenerative and broader neurological conditions to improve strategies for diagnosis and treatment.

## Main responsibilities

- Guide the project management of individual project(s) in the brain health portfolio.
- Provide a single co-ordination point for a small number of key projects and in doing so support the Brain Health senior team in driving synergy across projects and partners, including Dementia Platform UK, Alzheimer's Disease Data Initiative and UK Dementia Research Institute.
- Lead on stakeholder relationships within a defined project scope, report on progress and devise solutions to roadblocks and issues as they arise.
- Work with internal partners to support coordination of cross-project activities, identifying and tracking interdependencies.
- Facilitating project management and implementation meetings, ensuring relevant stakeholder contributions and feedback are incorporated.
- Tracking and maintaining key deliverables throughout the projects.
- Proactively managing project risks.
- Work with partner communications and engagement teams and commission suppliers to develop and implement high-quality channels and content for communication and collaboration.
- Support financial and contractual commitments, liaising with the HDR UK Finance and Contracts teams.
- Coordination of key stakeholders' involvement at appropriate stages throughout the programmes of work, noting the broader context across the brain health landscape, including the UK Government Dementia Mission.

## Other Responsibilities

- Use of appropriate team communications and project management tools.
- Support development of reference communication materials such as standard presentation and comms decks.
- Be prepared and able to work flexibly to support colleagues as needed, adapting to a rapidly evolving environment and emerging priorities.

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 engagement and collaborative delivery.

## 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.

## Experience

- Strong project management experience in an agile delivery setting, ideally also within Higher Education context.
- Demonstrable success in delivering complex projects with multiple components and many collaborating organisations in a fast-paced environment.
- At least two years working in the biomedical / health research data sector leading project delivery.
- Facilitating meetings and delivering presentations.
- Organising and managing workshops and events.
- Communicating effectively with range of stakeholders, including written communications (e.g. news stories, case studies).
- Collaborating across teams and/or organisations to help create and deliver shared goals, with particular awareness of enabling delivery via distributed team working.
- Awareness of health data research landscape, the needs of research data users and data custodians and appreciation of public sensitivities of using sensitive data for research.
- Ability to identify technical needs and deliver workable solutions.
- Networking, negotiating, and influencing stakeholders and teams.
- Experience of working directly within programme delivery teams, working effectively with humility and confidence.

## Skills

- Ability to build and maintain momentum within a distributed project team of multi-skilled professionals.
- Excellent communication skills, written and verbal, including the ability to explain concepts without technical jargon and communicate confidently with people at all levels.
- Ability to build relationships, negotiate and influence effectively.
- 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.

## Dimensions

- This is a full-time role. Travel in the UK may be required to partner organisations
- HDR UK is a national institute, and our activities take place across the UK

## Application Process

**How to apply:** Unless specified, please apply using our online portal. 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, this will be anonymised and will be used if you are shortlisted.

Please contact [recruitment@hdruk.ac.uk](mailto:recruitment@hdruk.ac.uk) if you have any queries regarding your application

## 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.

## Safeguarding

HDR UK is committed to robust safeguarding policies, we expect everyone who works with us to share our commitment to safeguarding.