

Job description and person specification

Post:	Programme Manager for Equity, Diversity and Inclusion
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:	£45,000 - £52,000 (pro-rata, based on number of working days per week)
Duration:	2 year fixed-term contract, this role is part-time and could be carried out over either 2 or 3 days per week
Reporting to:	Interim Chief Operating Officer

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 unite the UK's health data to enable discoveries that improve people's lives. Our vision is for large-scale data and advanced analytics to benefit every patient interaction, clinical trial and biomedical discovery, and to enhance public health.

We are a dynamic organisation, committed to accelerating trustworthy access to health data. By working 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 implementing a national research data strategy and assembling infrastructure and services aligned to research and innovation needs.
- Empower researchers by valuing people with diverse perspectives and skills, committed to open and team science to advance scientific discoveries and deliver patient and public benefit.
- Promote partnerships by building and maintaining critical partnerships, aligning incentives and reducing complexity across a fragmented landscape to streamline health data science.

Purpose of the post

At HDR UK we want the UK to be the place to do the most impactful health data research and innovation. Embedding Equity, Diversity and Inclusion (EDI) through all our activities is integral to this aim and to build on our commitment we have identified EDI as an Institute-wide Priority for 2024/25. This includes the **people** that make up our workforce, represent us and benefit from the work we support; the **perspectives** we seek to guide the work we do; the **training** that the next generation of data scientists need to deliver health data research to make discoveries that improve people's lives; and the **data** needed to do that research. A lack of diversity in any of these areas will hold us back from bringing together the sharpest scientific minds, providing access to richest data, and enabling the greatest range of insights to help prevent, treat and cure disease.

This role is an exciting opportunity to help shape the strategy and delivery of EDI initiatives across HDR UK. We are looking for someone with strong research and delivery skills who takes an evidence-based approach to EDI. The post-holder will work with teams across the institute to accelerate and integrate existing EDI initiatives and identify opportunities to innovate for the future.

Main responsibilities

The post will act as the lead EDI professional on specific EDI initiatives and reviews across HDR UK and use this insight to help set the EDI strategy for HDR UK the future.

- 1. Strategy design and delivery.** Develop insights and recommendations informed by data collation and analysis to help shape and embed HDR UK's revised EDI strategy and the successful delivery of our Institute-wide EDI objective. Participate and/or lead EDI initiatives on time, to scope and to quality, and all with impact. Work with the Senior Leadership Team to drive cultural change and embed equity, diversity and inclusion in all facets of our activities.
- 2. Planning and organisation.** Put in place mechanisms to ensure that EDI initiatives across Institute programmes are co-ordinated, bringing priority risks and cross functional issues into focus and ensure actions agreed consider the wider ecosystem, HDR UK's unique role and opportunity for impact. Enable use of appropriate team communications and project management tools.
- 3. Collaboration and relationship management.** Undertake stakeholder mapping and engagement – identifying key internal and external partners, proactively scheduling, managing and evaluating engagement with stakeholders. Ensure clarity, alignment and integration with wider teams across HDR UK. Support colleagues by sharing knowledge proactively and working together to ensure best practice is being applied to all EDI initiatives within delivery teams. Manage and oversee any third-party contributions.
- 4. Communication and training.** Act as the advocate for EDI to colleagues, stakeholders and cross-community groups, spotting and initiating opportunities to collaborate for best learning outcomes. Develop and produce high-quality EDI-related papers for leadership and management groups and ensure they provide appropriate recommendations which are supported by an appropriate evidence base. Support the HDR UK People Team in the design and delivery of EDI training and lead on specific items when necessary.

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 and Skills

- In-depth knowledge of EDI initiatives in an organisational setting; masters in EDI-related area desirable.
- Experience of delivery of EDI initiatives in both an internal and external capacity.
- Expertise in successfully supporting the delivery of complex programmes with multiple components and many collaborating organisations in a fast-paced environment.
- Ability to manage multiple internal and external stakeholders.
- Strong listening and written and verbal communication skills, the ability to build and manage relationships and foster efficient and collaborative ways of working across the whole of the community by coordinating, building consensus and overseeing a diverse range of delivery partners.
- Ability to process complex information and identify novel insights.
- Ability to identify information relevant for different audiences and present targeted messages.
- Excellent problem-solving skills
- Excellent organisational skills and the ability to work accurately with attention to detail.
- Commitment to a learning-focused approach that prioritises continuous improvement.
- Ability to respond to challenges and opportunities with optimism and respect, seeking to identify the cause, rather than focussing on immediate issues, and thinking ahead to actively manage risks, anticipating issues and proposing solutions.
- Flexibility to adjust plans as necessary, managing ambiguity, providing clarity and support to others through change.
- Ability to work as part of a multi-disciplinary team and across different geographies and cultures.

Dimensions

- This is a part-time role and could be carried out over 2-3 days per week. 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, these will be anonymised and will be used if you are shortlisted.

Please contact recruitment@hdruk.ac.uk if you have any queries regarding your application.

Summary of Benefits

- 27 days annual leave plus 8 days for Bank Holidays (pro rata)
- Annual leave purchase scheme
- Medical Cash-Plan and Doctorline
- Wellbeing support, including access to the TogetherAll app
- Generous pension scheme, with 10% employer contributions

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.