

## Job description and person specification

<b>Post:</b>	<b>Programme Director, Brain Health</b>
<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>	£75,000 - £82,000
<b>Duration:</b>	Fixed term, (end date not after 31st Sept 2025) - full time (part time could be considered)
<b>Reporting to:</b>	<b>Director of Strategy</b>

### About Health Data Research UK

[Health Data Research UK \(HDR UK\)](#) is the national Institute for data science in health.

Our mission is to accelerate trustworthy data use to enable discoveries that improve people's lives. Our 20-year vision is for large-scale data to benefit every interaction with patients, every clinical trial and every biomedical discovery, and to transform public health.

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. However, safe and secure access to this data for researchers is often a lengthy, fragmented process, meaning the potential for improving healthcare is not being realised in full.

We are a dynamic, growing organisation. By working in partnership with the NHS, industry, universities and patients, we aim to better understand diseases and discover new ways to prevent, treat and cure them.

Patients and the public are involved throughout the institute's work – ensuring that access to data for research is enabled by trustworthy, safe and secure systems and generates public benefit.

As a national charity, we are 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.

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. 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 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

The postholder will be responsible for direction and management of a diverse portfolio of activities, initially focussing on HDR UK's newly established brain health and neurodegeneration programmes and partnerships. This role will provide programmatic support, tactical delivery, strategic oversight and stakeholder management for advanced data infrastructure and research activities. They will be responsible for ensuring that the Institute's activities in brain health meets the wider objectives of HDR UK through demonstration of the trustworthy use of large-scale data and innovative analytical methods.

We are looking for an established Programme Director who is well connected and highly respected across the health data clinical and research communities in the UK and internationally. They will have an excellent track record in managing a research portfolio, 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 brain health and neurodegenerative diseases to improve strategies for diagnosis and treatment.

The role will work in close partnership with the HDR UK Research Director, Brain Health and colleagues across the Institute, together with a range of delivery partners, including the UK Dementia Research Institute, Dementia Platform UK and the Alzheimer's Disease Data Initiative. The successful candidate will also draw support from the HDR UK Senior Leadership Team and the senior leadership teams at our partner organisations.

This is a unique and exciting opportunity to work with key partners both externally and internally to manage projects and partnerships that improve access to health data for research and innovation that has the potential to transform lives.

## Main responsibilities

- Guide the programme direction, project management and delivery of brain health and neurodegeneration projects.
- Provide a single co-ordination point for brain health and neurodegeneration portfolio driving synergy across projects and across HDR UK, Dementias Platforms UK, Alzheimer's Disease Data Initiative and UK Dementia Research Institute (UK DRI) and the broader landscape.
- Lead stakeholder relationships, within and beyond HDR UK; working directly with funders and senior management to communicate progress and devise solutions to roadblocks and issues as they arise.
- Coordinate and deliver timely progress, outputs and impact reports to funders and wider stakeholders.
- Working with internal and external partners to coordinate cross-programme activities, identifying and tracking interdependencies.
- Identify and progress partnerships with industry, in collaboration with our public advisors, to deliver trustworthy commercial partnerships.
- Facilitating project management and implementation meetings, ensuring relevant stakeholder contributions and feedback are incorporated.
- Tracking and maintaining key deliverables throughout the projects.
- Proactively managing programme and 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.
- Work with senior leaders across partner organisations to support further funding applications, bringing the ability to evaluate progress, complexities and resource requirements.
- Support financial and contractual commitments, liaising with the HDR UK Finance and Contracts teams.
- Coordinate key stakeholders' involvement at appropriate stages throughout the programmes of work, noting the broader context of 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 leadership and collaboration skills, be comfortable with working at pace and with uncertainty and have a passion for professional, high-quality approaches to engagement and collaborative delivery.

### Planning and organising

This post is currently embedded within HDR UK's strategy team, while working across several teams, particularly within our infrastructure and services programmes at HDR UK and with colleagues at UK DRI, DPUK and ADDI. The post will plan and manage a specific workload of complex over-lapping projects and tasks. The role will require high levels of organisational skill and ability to work across organisational

boundaries. The post-holder will need to effectively plan and deliver their work and be able to respond to changing needs in a fast-paced organisation.

**Problem solving**

The post-holder will be expected to use problem solving skills to respond to diverse demands of programme and project management across multiple partners. As part of a wider 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 at a senior level and will be expected to make effective judgements on when to escalate issues.

**Decision making**

The post-holder will make all day-to-day operational decisions for their own workload. They will identify, initiate and develop opportunities for streamlined and effective working across Infrastructure & Services, as well as with the broader HDR UK organisations, partners and teams within project scope.

**Key contacts/relationships**

The post-holder will build and maintain effective working relationships both within HDR UK, and our partner organisations in the brain health and neurodegeneration space, including UK Health Data Research Alliance members, Health Data Research Hubs, industry partners, and other key stakeholders. The post holder will have close working relationships with the Technical Director, Director of Strategy, Director of Infrastructure & Services, as well as a broad network of connections within the wider HDR UK team. The post-holder will be directly supported by a Project Manager, Brain Health as well as calling upon input from wider Institute teams in a matrix structure.

## 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.

## Knowledge, skills and experience

### Experience

- Demonstrable success in delivering complex programmes with multiple components and many collaborating organisations in a fast-paced environment.
- Strong programme and project management experience in an agile delivery setting.
- At least five years working in the biomedical / health research sector leading programme and project delivery at a senior level.
- Experience of managing risk, financial and contractual controls to deliver high-impact outputs within tight time-frames.
- Organising and managing collaborative workshops and delivering presentations to secure buy-in and achieve a common focus.
- 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.
- Networking, negotiating, and influencing stakeholders and teams.
- Experience of working directly with senior leaders, working effectively with humility and confidence.

### Desirable

- Experience of multidisciplinary 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.

### Skills

- Excellent planning, organisation and time-management and project management skills with a proven track record of delivering multiple challenging projects on different deadlines.
- Ability to build and maintain momentum across project teams of multi-skilled professionals.
- Excellent stakeholder engagement / account management including ability to network, negotiate and influence effectively with range of stakeholders.
- 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, these 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.

## HDR UK 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.

## Safeguarding

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