Health Data Research UK

Applicant Pack

Job description and person specification

Post:	Senior Programme Manager for International COVID-19 Data Alliance
Location:	HDR UK Offices, Health Data Research UK, Gibbs Building, 215 Euston Road, London, NW1 2BE
Salary:	£64,515
Reporting to:	Director, International COVID-19 Data Alliance
Contract:	FTC until 01 June 2021 with potential for extension subject to funding.

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 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. This 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.

For the first time we are bringing together our unique nationwide health data assets and specialists across academia, research and healthcare to unlock knowledge and deliver new insights from molecule to man.

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This is being achieved through a three-part health data research infrastructure – the Alliance, Hubs and Gateway:

1. **UK Health Data Research Alliance** – an Alliance of data suppliers committed to making an unprecedented breadth and depth of data available for research and innovation purposes. Find out more
2. **Health Data Research Hubs –** making data available, curating data, and providing expert research services. The Hubs will be centres of expertise to get from data to insight and the location to collaborate and co-create. Find out more
3. **Health Data Research Innovation Gateway** – providing discovery, accessibility, security and interoperability to surface data, support linkage, and enable health data science safely and efficiently. Find out more

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. In providing expert services and bringing together the best of multiple sectors to support research and innovation, Hubs provide an important vehicle in achieving this ambition.

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.

About the International COVID-19 Data Alliance (ICODA)

This is a high profile, charity-funded, international collaboration which will create an International Alliance of data custodians and provide a digital workbench for researchers and innovators to impact our COVID-19 response by enabling the sharing of data at scale.
Announced on 26 June 2020, ICODA is an independent consortium of leading life science, philanthropic and research organisations uniting to respond to the COVID-19 global pandemic. The aim is to transform the way that scientists and researchers access health data from clinical trials, biomedical and health research studies to answer the most pressing health-related questions about COVID-19. It is particularly focused on ensuring inclusion from researchers from lower- and middle-income countries (LMIC).
The Workbench will provide a trustworthy platform to access data for collaborative data science. It will have several key functions:
- Allow researchers to search and find relevant data from multiple repositories across the world.
- Allow researchers to request access to data from multiple sources to address specific research questions.
- Allow data custodians to retain control of decisions about how data they hold can be accessed and used.
- Allow researchers to form virtual teams to address specific questions or projects in private, secure workspaces provisioned to meet the requirements of their projects.

ICODA will facilitate access to data from multiple sources through a trustworthy data infrastructure, with robust governance and stewardship to enable a rapid response to COVID-19 and future disease outbreaks. These are important because they are addressing an urgent, unmet need to access global health data at scale for research and innovation to rapidly understand the disease and how to prevent and treat it. More information is available at www.icoda-research.org.

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Purpose of the post

HDR UK requires the services of a Senior Programme Manager to support ICODA. They will combine oversight and planning of the delivery of all aspects of the programme of activities employing an Agile approach. They will be responsible for smooth running of the overall project. This will require a start-up mindset, working hands on with the rest of the team to put in place initiative-wide processes and procedures and rollout of tooling and usage. The individual will be responsible for the Secretariat support of key Alliance governance bodies and provide delivery oversight of the Workstreams (including Onboarding Partners & Data Contributors; Technology, Workbench DevOps & Service Delivery; Data Standards & Curation; Data Science Enablement; Information Governance & Access; Communications & Engagement; Business & Intellectual Property; and Alliance Governance).

The Senior Programme Manager will report to ICODA's Executive Director.

This role will learn from and build upon the work of HDR UK.

Main Responsibilities:

- Co-creating and maintaining with the Driver Project and Workstream Leads, in addition to the ICODA Director and Technical Director, a roadmap to deliver the overall initiative and Driver Projects aligned with ICODA's overall goals in the presence of uncertainties.
- Horizon-scanning and identifying key decisions required and provide key information to support timely action
- Proactively managing progress versus plan, identifying and working with the team to address programme delivery issues and ensure corrective action is in place, with escalation to Driver Project Sponsor or Executive Leadership Team when required
- Proactively managing risks across the project, ensuring risk status is updated and mitigation actions identified and in place, including creating and managing a Risk Register.
- Maintaining a high level of knowledge of the entire Alliance programme, its constituent parts and partnerships, risks and interdependencies in order to be able to advise Driver Project Leads, Project Managers and the Executive Leadership Team.
- Planning and defining Programme and Driver Project resource and budget requirements working with the ICODA Director and Technical Director ensuring that costs are tracked and managed within budget, working with our Finance Team to generate regular reports.
- Supporting colleagues to create relevant presentation materials to support discussion and decision making at Leadership Team meetings and meetings with Funders and other key stakeholders
- Establishing and reviewing working group structure, composition, ways of working, organizing meetings and writing up actions and ensuring that they are acted on, tracking progress against targets.
- Providing simplification on all points of process, ensuring processes meet key requirements and are fit for purpose without overengineering in a start-up environment
- Providing expertise, advice and implementation skills for systems implementation and setup

Providing support to project managers working within the initiative and among partners.

Planning and Organising:

- Facilitating the development and regular updating of an integrated project plan to ensure overall initiative and Driver Project(s) deliver the roadmap.
- Tracking of and reporting on all aspects of project management cycle including progress, budget, milestones etc. to key internal/external stakeholders
- Creating processes and systems to enable efficient working and process improvement, including working with others to develop tracking systems.
- Lead as Scrum Master delivering across Workstreams

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 autonomy and will require confidence and resilience in planning and in dealing with enquiries and challenges that arise across the ICODA work programme, requiring a flexible approach, problem solving and decision-making skills. 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 make recommendations across the International Alliance. They will identify, initiate and develop opportunities for streamlined and effective working and collaboration opportunities with delivery partners and other stakeholders.

Continuous Improvement:

HDR UK is dedicated to continuous improvement through our quality management system and demonstrated by our commitment to achieve ISO 9001 accreditation. The post-holder will review, analyse, identify and implement opportunities for quality improvement within their specialism and as part of the wider team through our strategy development and internal audit processes.

Key contacts / relationships:

- Driver Project Leads
- International Alliance Director
- Workstream Leads
- International Alliance Technical Director
- Governance Advisor
- HDR UK Tech and data experts
- HDR UK Ops functions
- Tech Vendor
- International data custodians
- Funders
- Project Managers

- Finance Team

Knowledge, skills and experience

Essential:

- At least 3 years of proven programme management experience across complex multi-national and multi-stakeholder projects
- At least 3 years' experience in a strategy/management consulting
- Experience with setting up and running Agile and Scrum
- High quality and concise communication skills, written and verbal.
- An ability to act at pace with a high degree of accuracy and independence, across international time zones.
- Ability to work in a dynamic, fast-moving environment while establishing structures and processes, ensuring effective key stakeholder engagement.
- Ability to work across a range of complex, international groups of stakeholders, ensuring clear and concise information flows.
- Ability to analyse complex scenarios, distil key points and take pragmatic action to move projects forwards in an agile manner.
- Proactive and supportive approach to engagement with colleagues to support problem solving with ability to determine when issues need to be escalated.
- Ability to see the big strategic picture in combination with flexibility to operate at a tactical, hands-on level.
- Ability to advise teams on agile approaches and best practices
- Alignment to the HDR UK values.

Desirable:

- Experience and/or qualification as a Scrum Master in an Agile development environment.
- Experience working with health data and health organisations and an understanding of Information Governance requirements, data curation and data standards for health data.
- Experience using Confluence JIRA and similar project management tools.
- Experience of running technical projects
- Experience of Information Governance processes and requirements.
- Experience of data curation and improving data quality.
- Experience of public and patient engagement and involvement in research, audit or service improvement.
- An understanding of healthcare data standards.
- An understanding of research delivery within the public sector, academia and/or industry.

Dimensions

- This is a full-time role. Frequent travel may be required to partner organisations depending on COVID travel restrictions.
- This will be a 5 day per week role FTC until 01 June 2021 with potential for extension subject to funding.
- All HDR UK roles are primarily based at the London offices, however we are flexibly working across a number of geographical locations.
- Travel will be required to the HDR UK substantive sites and partner organisations in the UK and internationally.

Application Process

Please apply with a CV and covering letter of no more than 500 words explaining what you can bring to this role, including your current salary, to megan.dack@goodmanmasson.com. This recruitment is being led through a recruiting partner.

The **closing date** for this vacancy is **5pm on Tuesday 19 January**

Interviews are expected to take place on **week commencing 25 January**

Secondments will also not be considered for this position.

HDR UK's 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.

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.