Health Data Research UK

Applicant Pack

Job description and person specification

Post:	Programme and Grants Manager for Grand Challenges ICODA COVID-19 Data Science pilot initiative
Location:	Remote working - HDR UK Offices, Health Data Research UK, Gibbs Building, 215 Euston Road, London, NW1 2BE
Salary:	£57,630 pa; pro rata for interim role
Reporting to:	Head of Partnerships, International COVID-19 Data Alliance (ICODA)
Contract:	Fixed Term Contract until 30 June 2021

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.

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, which has been convened by Health Data Research UK and supported by the COVID-19 Therapeutics Accelerator. 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.

Purpose of the post

ICODA is working in partnership with the Bill & Melinda Gates Foundation's (BMGF) Grand Challenges programme on a pilot Grand Challenges ICODA COVID-19 Data Science initiative, supported by the BMGF and The Minderoo Foundation. This is an open funding call, which seeks to provide awards of 6 to 12 months duration from mid-May 2021. The award holders will also become Driver Projects – examplars that shape the development of tools, processes and governance for the ICODA digital Workbench. The open funding call was launched on 17 Dec and applications closed on 19 Jan; the final stages of the review process are currently underway. A platform called Cognitive Cities, owned by Exaptive, is being used to support the application and review process, as well as to facilitate community building amongst applicants.

HDR UK requires the services of an experienced Programme and Grants Manager to support delivery of the Grand Challenges ICODA pilot Awards over the coming three months (Apr – June 2021). The role holder will ensure effective management and delivery of the review and grant awards process for this initiative, as well as the smooth running of the pilot initiative in these early stages, including community building for researchers. They will also be responsible for establishing rigorous review and governance processes and procedures, aligned with HDR UK and Grand Challenges policies, and for providing regular progress reports. In addition, the role holder will review learnings from the pilot and develop outline plans for a larger scale Grand Challenges initiative.

This will require a start-up mindset, working hands on with the rest of the ICODA team and key stakeholders, including the Grand Challenges team and our technology partners, Exaptive, for the Awards process and community building, and other partners with whom ICODA is working closely.

Main Responsibilities:

- Update the grant award process plan and ensure its successful delivery, working with the HDR UK and ICODA teams to address applicant selection, grant award processes and onboarding. This will include proactively identifying issues and ensuring corrective action is in place, with escalation to Head of Partnerships and ICODA's Executive Director and Leadership team, where appropriate
- Proactively manage risks across the awards process and pilot programme, ensuring risk status is updated and mitigation actions identified and in place, and creating and managing a Risk Register
- Support development of the Grand Challenges Driver Projects delivery plan, working with ICODA's Head of Partnerships, ICODA Director and Technical Director to ensure costs are tracked and managed within budget, working with our Finance Team to generate regular reports

- Ensure approach and procedures are fully aligned with those of HDR UK, as well as those of established Grand Challenges Data Sciences programmes
- Support colleagues to create relevant presentation materials to support discussion and decision making on the Grand Challenges ICODA pilot initiative for ICODA Executive Leadership Team meetings, Review Panels, our Funding Partners and other key stakeholders.

Planning and Organising:

- Development and regular updating of integrated programme and project plans to ensure the pilot initiative delivers to agreed objectives, outputs and timelines
- Track and report on all aspects of the project management cycle including progress, budget, milestones etc. to key internal/external stakeholders
- Manage key stakeholder relationships effectively, including the funding partner, Grand Challenges, HDR UK and the wider ICODA team, including its established Driver Projects.

Key Tasks

1. **Ensure effective delivery of the review process for the pilot initiative:**

- Set out overall timeframes, interdependencies and key milestones for the review process to ensure it is delivered to plan and actively managed
- Develop and define the awards process structure to ensure operational efficiency, alignment with HDR UK and Grand Challenges processes, and effective management of the review process
- Identify and implement improvements to processes and procedures
- Monitor and mitigate risks for the initiative and raise these where appropriate with Exec Director ICODA

2. **Lead on the grants award process and governance for the initiative:**

- Ensure due diligence process and grant award processes are carried out appropriately to ensure effective management of the portfolio of applications and awards
- Manage communications with award holders, supporting the funding and delivery partners to answer any queries in a timely and effective manner
- Ensure HDR UK governance processes are aligned and adhered to
- Prepare updates reports for ICODA leadership team and Grand Challenges team
- Support the awards and post-awards processes, including drafting and negotiation of funding agreements and payment mechanisms with award holders, working with HDR UK's contracts and legal team and our funding partners

3. **Manage partnership and stakeholder relationships, both internally and externally**

- Build on and maintain strong working relationships with the funding partners

- Build relationships within HDR UK to ensure that the programme operates in line with governance and operating principles
- Develop good working relationships with reviewers and Panel members, ensuring an understanding of their requirements

4. **Organise and run Review Panel meetings**

- Scope and assess options for the Review Panel meetings, working closely with HDR UK colleagues and the funding partner to align processes and develop innovative solutions
- Work closely with the Review Panel Chairs to support them in their role and ensure the effective management of the meeting
- Support Panel members and observers, giving timely communications regarding meeting preparations and processes
- Provide administrative and logistical support including briefings and management reports
- Provide support for research teams in the lead up to their interviews with the Review Panel including developing guidelines and organising resources.

5. **Generate actionable insights and recommendations to improve process**
- Review application and review processes and capture lessons learned, and make recommendations for future Grand Challenges Data Sciences initiatives, including the development of a draft timeline and preparatory work for a larger scale Grand Challenges initiative
- Analyse applications and generate insights to support further thinking on how to engage the researcher community going forward and to better understand unmet needs and opportunities for collaboration.

Knowledge, skills and experience

Essential:

Experience

- Experience of working within a matrix programme and project delivery environment, collaborating with partner organisations and colleagues, to deliver common goals

- Experience of defining and documenting requirements from complex input from multiple diverse stakeholders

- Expertise in adjusting plans or strategies to break down long term strategies into component parts and set milestones

- Ability to develop and innovate new ways of working and identify opportunities for further development in support of a complex and multi-faceted set of strategic goals

- Experience of navigating ambiguity, championing change and providing clarity, with the ability to bring simplicity to complex processes

- Knowledge of a range of specific project management tools, including Agile methodologies and software tools such as Trello

- Highly proficient with project management monitoring and reporting packages

- Experience of report writing and presenting

- Experience of financial management and an understanding of the impact of financial flows for public sector projects

- Ability to operate with sensitivity and confidence with senior stakeholders

- Experience of managing issues under time pressure

- Ability to demonstrate an understanding of health research and the needs of relevant audiences

- Minimum of 2 years project management experience.

Skills

- Excellent project, organisational and time management skills, with the ability to manage and prioritise to meet tight deadlines and make decisions based on stakeholder/organisational needs

- 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

- 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 see the broader perspective and how it affects the programme

- Flexible problem solver with the ability to provide additional capacity across a wide range of topics

- Ability to build relationships, using networking skills to engage with stakeholders within and outside ICODA and to manage through influence

- Excellent relationship building and networking skills

- Ability to work accurately with attention to detail

- Alignment to the HDR UK values (see below)

- Ability to work as part of a team

- Well-developed influencing and negotiating skills

- Excellent Microsoft skills

Desirable

- Experience coordinating research funding programmes and in grants management in an international setting
- Knowledge of developing and supporting research funding in a global landscape
- Experience of working with grants contract management
- Demonstratable interest in and understanding of academic research globally
- Experience working with health data and health organisations and an understanding of Information Governance requirements, data curation and data standards for health data.

Dimensions

In joining the ICODA team for this assignment, you will have the opportunity to work on a high-profile programme that involves engagement with a wide range of international stakeholders.

Please note that this will be a 5 day per week, fixed term contract until 30 June 2021.

All HDR UK roles are primarily based at our London offices, however we are flexibly working across a number of geographical locations. All our teams are currently working remotely, and we will make flexible office working available again once restrictions are lifted.

Application Process

Contact: To apply, please submit your cv directly to Holly Arrowsmith at Broster Buchanan: hollyarrowsmith@brosterbuchanan.com

Holly can also address any queries about the role.

Please note that the deadline is **Wednesday 24 March 2021** at 18.00hr.

Interviews are expected to take place in the week beginning 29 March 2021.

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 re-assignment
- 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.