

Job description

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| Job title: | Senior Data Manager |
| Reporting to: | Senior Analytical Manager (Supporting Better Analytics) |
| Salary: | £56,800 per annum plus benefits |
| Contract type: | Permanent |
| Hours per week | 37.5 (core office hours are 9:00am – 5:30pm Monday to Friday). Flexible working requests will be considered |

The Health Foundation

We are an independent charity committed to bringing about better health and health care for people in the UK.

The Health Foundation has a track record in using data to tackle real-world problems, both through our in-house programmes and the work we do to support better analytics across the health and care system. Our new Data Analytics for Better Health strategy, launched in January 2020, builds on these strengths, and has a mission to ensure that analytics and data-driven technology benefits the health of everyone in the UK. Our Data Analytics team leads on this strategy. We create novel research that is used by national and local leaders to make better decisions about the health system; produce open-source tools and approaches that can be used by others; and generate analysis that informs the national conversation in relation to the use of health and care data and data-driven technologies.

The analysis of health and care data is integral to some of the Health Foundation's other strategic priority areas. Through our new Research and Economic Analysis for the Long term (REAL) Centre we aim to improve the quality of strategic decisions about the health and care system, and through our Healthy Lives strategy to build awareness of the social determinants of people's health in the UK. The data analytics team has a role in supporting better analytics across all of these teams.

Across the organisation we employ around thirty data analysts, supported by 5 data managers situated in the different teams. Our data managers have expertise in coordinating the development and delivery of a wide variety of analysis-ready datasets required by their respective analytical teams and are experts in different aspects of data stewardship and governance. We provide an opportunity for motivated and talented individuals to be creative about the use of health and care data, while working at the intersection of health care improvement, policy, and methodology. Moreover, our relationship with the NHS and local authorities means that we can apply analytics directly to real-world problems.

Purpose of the role

We have an opportunity for an experienced data manager to provide data management support to our in-house data analytics team and to provide professional leadership to the other data managers across the organisation.

In-house team

We expect support for the in-house team to comprise around 75% of this role. The focus for the in-house team is to produce independent and rigorous research on topical issues that are highly relevant to health and care leaders. We are currently working on four analytical research themes to address key challenges in health and social care: tackling health inequalities; accelerating service change; strengthening social care analytics and improving health stock. You will have the opportunity to work across these themes to fulfil the objectives of the Data Analytics for Better Health Strategy. Our projects aim to understand the root causes of problems with care quality, informing the design of policies and interventions, as well as priority setting. These projects harness data sets from health, social care and beyond, and use innovative analytic methods to achieve their aims. The work programme bridges the gap between academic health service research and the NHS and establishes the Health Foundation as a leader in analytics and its application to improving health care.

The Senior Data Manager will work collaboratively with colleagues to support this ambitious program of data analytics. We use a variety of established data sets, including the Hospital Episode Statistics, the Clinical Practice Research Datalink, and administrative data from other public services. You will work with existing datasets, maintaining security and managing permissions. You will also work with analysts to identify and access new sources of data, including survey and commercial data, as well as advising on tactical matters related to data acquisition, drafting data applications, understanding and describing meta-data and dataset structure, working with relevant external contacts to negotiate permissions to use data, and drafting data sharing agreements. You will also provide hands-on, end-to-end data architecture support to analysts, including preparing data extracts for analysis. This will include working with the Principal Analyst (Data Science) and Data Engineer to implement and maintain analytical pipelines for quality control of incoming data, standardised data cleaning and metadata collection.

Cross-organisational professional leadership

You will also support analytics across the Health Foundation and beyond by providing professional leadership within the data management community. In particular you will play a lead role, together with the Data Systems Environment Manager, in scoping, designing and

implementing common standard procedures, supporting information governance for your team and promoting shared ways of working within the Data Management Group and across the different analytical computing environments. We envisage that this element will constitute around 25% of the role.

You will be expected to establish excellent working relationships with the other data managers, Data Systems Environment Manager, IT team and senior colleagues across the organisation, providing ideas and challenges that will support the programme of continual improvement and good data management practice across the Health Foundation's analytics community.

We are seeking someone with significant leadership and consultative abilities, as well as advanced technical, legal and information governance expertise. The successful candidate will also have an aptitude for communicating the value of innovative data analytics, and routine datasets, to the public and policy makers. There will be opportunities to have an externally facing role on issues to do with obtaining value from health data that align with our strategic objectives.

Key responsibilities and outcomes.

Lead data management, data curation and information governance work to support the in-house analytic work-programme:

1. Work in a consultative manner with colleagues to develop and shape innovative analytical projects, making the best use of available data sets and to fulfil the strategic objectives of the team.
2. Negotiate and arrange permissions to access, use and link data for innovative analytical projects to fulfil strategic objectives of the in-house data analytics team. Specify, pseudonymise, encrypt and transfer data sets and apply statistical disclosure control principles in a timely manner, working with external partners and team members where appropriate.
3. Develop expertise in key datasets used by the in-house Data Analytics team and work collaboratively with the Principal Data Analyst for Data Science and other team members to agree, and implement a framework for code sharing and publication, data storage, and consistency of data processing, labelling and reference structures.
4. Working with the Data Engineer, develop and play an active role in implementing data standards and principles, along with data curation and data architecture processes to enable consistent analyses across multiple datasets. Share best practice in this area with colleagues, external partners, stakeholders and national initiatives.
5. Manage projects and relationships with internal and external stakeholders, ensuring that deadlines are met. Where necessary, manage the commissioning and contracting of external contractors to complement ongoing projects.
6. As part of the overall Data for Better Health strategy and as guided by the Director and Assistant Director for Data Analytics, build and maintain relationships with relevant senior stakeholders in key organisations across the UK and advocate good practice in the field of data stewardship. This could involve developing and delivering workshops, seminars or other dissemination products to develop the data management and data stewardship field and

communicating the benefits of data linkage and analytics to policy makers, clinicians and the public.

7. Represent the Health Foundation on matters related to data stewardship at national and international conferences to communicate our work to technical and non-technical audiences. Travel as needed.

Provide cross-organisational professional leadership on matters related to data management and information governance:

1. Provide technical mentorship to analytical colleagues and professional leadership within the Data Management Group, supporting the development of shared ways of working.
2. Work closely with the Data Systems Environment Manager and Data Management Group to maintain security of the data held on the Secure Data Environment (SDE), Open Data environment (ODE) and provide expertise and support to maintain relevant accreditation (including NHS Digital Data Security and Protection Toolkit and ISO27001).
3. Maintain a database of the permissions and specifications for each data set held by the team. Monitor risks concerning data security and communicate these to the SDE Management Group.
4. Stay abreast of developments in data stewardship, data governance and data security.
5. Devise, maintain and deliver information governance and data security training for team members and external collaborators as needed.
6. Establish an excellent working relationship with senior colleagues across the organisation, providing ideas and challenges that will support the programme of continual improvement and good data management practice across the analytics community.

Wider contribution

As with other staff at the Foundation, the postholder will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary. The postholder will similarly be expected to play a role in supporting and helping to develop the Data Analytics team to enable it to improve its effectiveness. The postholder will also be expected to show active initiative in developing their professional expertise, and to demonstrate commitment to the Health Foundation's key behaviours: Working Together; Achieving Impact and Discovering and Learning.

The post holder will at all times aim to embed our key behaviours – Commitment to diversity and inclusion, Working together, Achieving impact, Discovering and learning – in all aspects of their day to day delivery in the role.

Person specification

| | Criteria | Assessment (CV/SS- Shortlist, T- Test, I- Interview) | E/D |
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| Behaviour | Commitment to diversity and inclusion - A commitment to diversity and inclusion in employment and service delivery. | I | E |
| Behaviour | Working together - A person who works collaboratively and is able to work successfully work across teams (both internally and externally) in a consultative manner. | I | E |
| Behaviour | Achieving impact – Ability to work as part of a team towards a common mission, with an appetite and drive to ensure data and data-driven technology improves health in the UK. | I | E |
| Behaviour | Discovering and Learning – A person with an active interest in the work of their colleagues and a commitment to developing their domain knowledge. An ability to learn from successes, challenges and mistakes. | I | E |
| Education | Relevant post-graduate degree in a quantitative subject, or evidence of equivalent knowledge and experience gained through career development. | CV/SS, I | E |
| Experience | A proven track record in data management, including good project management skills and the ability to oversee complex data acquisition projects | CV/SS, I | E |
| Experience | Experience in a professional leadership or mentorship capacity, ideally including delivering common standard procedures in data management and overseeing the work of others. | CV/SS, I | E |
| Experience | Evidence of experience working with statisticians or data analysts in health (or a related field), to fulfil the objectives of an analytical work program, ideally working hands-on with large linked datasets from health and social care. An understanding of statistical concepts and experience supporting and/or conducting analyses using large data sets. | CV/SS, I | D |
| Experience | Demonstrable experience of working with relevant data controllers in health and social care, and other relevant stakeholders in NHS organisations, such as clinicians, commissioners and senior | CV/SS, I | D |

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| | policy makers (or similar senior stakeholders in non-NHS organisations). | | |
| Experience | Established networks within the data management community (and beyond), and an ability to draw on this network for advice and expertise as needed | CV/SS, I | D |
| Knowledge | Extensive knowledge of current developments in data stewardship, information governance and a well-developed professional network. | CV/SS, I | E |
| Knowledge | Understanding of the UK data access landscape, in particular, the legal, regulatory and access framework for accessing data for research purposes in the UK | CV/SS, I | E |
| Skills and abilities | Evidence of the ability to work independently with good organisation skills and the ability to work on multiple projects and prioritise their work. | CV/SS, I | E |
| Skills and abilities | Ability to work flexibly in order to respond to changing priorities, with a solution orientated way of working, and ability to adapt and persevere following setbacks. | CV/SS, I | E |
| Skills and abilities | Experience with statistical or data management software (ideally R or other relevant languages). Ideally experience working with teams who use open source languages, version control, work openly and share code. | CV/SS, I | E |
| Skills and abilities | Evidence of the ability to communicate, both verbally and in writing, clearly and concisely for a range of audiences, to time limited deadlines. | CV/SS, I | D |
| Skills and abilities | Corporate approach with a willingness to contribute to further the objectives of the Foundation | CV/SS, I | D |