

## *Job description*

<b>Job title:</b>	Senior Data Manager
<b>Reporting to:</b>	Senior Analytical Manager
<b>Salary:</b>	£57,368 - £62,020 (dependent upon experience)
<b>Hours per week</b>	37.5 (core office hours are 10:00am – 15:00pm Monday to Friday) Part-time and flexible working requests will be considered.
<b>Contract type:</b>	Fixed term contract until June 2023

### **The Health Foundation**

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

### **The Data Analytics Team**

The data analytics directorate has strategic aim to ensure that everybody's health and care benefits from analytics and data-driven technology.

The Networked Data Lab is a collaborative network of analytical teams across the UK and uses linked datasets to produce insights on critical areas of population health and health care. We work with five local partners across the UK with existing linked health and care datasets. Our partners will work collaboratively with each other and with a team at the Health Foundation to deliver data-driven insights on shared problems facing the health and care system.

The Senior Data Manager will work with data controllers at local partners in the Networked Data Lab to identify legal gateways, maintain data security, manage remote access and harmonise datasets where necessary. This will include working with the team to describe meta-data and dataset structure, working with relevant external contacts to negotiate permissions for data use, and drafting data sharing agreements.

Alongside managing data access, the Senior Data Manager will work with partner organisations and Health Foundation teams to demonstrate the value of data stewardship. This will involve investigating and demonstrating the feasibility of new data linkages across traditional sector boundaries, developing harmonized data layers and standardised

definitions that can be used consistently across datasets, settings and locations, and facilitating the development of shared learning across partners. The post holder will bring in best practices in data stewardship from other domains and local expertise from partners, working towards developing strategies to improve efficiency of data access and use in health and care. The post holder will share the experiences and learnings of the Networked Data Lab internally and externally through blogs, presentations and meetings.

### **Key tasks and responsibilities**

*Lead data management, data curation and information governance work to support the in-house analytic work-programme, with a particular focus on the Networked Data Lab.*

1. Negotiate and arrange permissions to access and use data for innovative analytical projects, including the Networked Data Lab, by taking all steps necessary.
2. Working together with The Health Foundation IT Service providers and partner IT service providers to ensure secure remote access to NDL data for The Health Foundation analysts.
3. Work with the Senior Analytical Manager to manage a virtual data management team across the Networked Data Lab (including data managers within local partners) to ensure data access permissions are maintained and to ensure the harmonisation of data and methods and developing skills within local partners.
4. Work with data managers across local partners to describe meta-data and dataset structure.
5. Create and implement processes to create and maintain a useable data layer for the Networked Data Lab.
6. Work in a consultative manner with colleagues to develop and shape innovative data projects, making the best use of available data sets and to fulfil the strategic objectives of the team.
7. Work collaboratively with the team to agree and implement a framework for code and methods sharing.
8. Promote an open approach to collaboration, working with external teams to arrange appropriate access to data.
9. Contribute towards the analysis of data sets and the writing of reports and research articles as required.
10. Where necessary, specify, pseudonymise, encrypt and transfer data sets in a timely manner, working with external partners and team members.
11. Manage the commissioning and contracting of external parties to complement ongoing projects, for example identifying a supplier and managing a contract for information governance expertise.

*Develop the fields of data management, data stewardship and data linkage in health and care in the UK*

1. Engage with relevant senior stakeholders in key organisations across the UK to identify and promote opportunities for novel data linkage, or the use of new sources of data and opportunities to improve the quality or coverage of different datasets.
2. Provide authoritative advice on key health and care datasets. Working with the Assistant Director of Data Analytics, the Senior Analytical Manager and Programme Manager inform strategic planning of data analytic workstreams.

3. Make methodological or other novel contributions to the data stewardship field.
4. Develop and deliver workshops, seminars or other dissemination products, including blogs, to develop the data management and data stewardship field and communicate the benefits of data stewardship and analytics to policy makers, clinicians and the public.
5. Represent the Health Foundation at national and international conferences to communicate our work to technical and non-technical audiences. Travel as needed.

*Work with Data Management colleagues to maintain security of the data held on the Health Foundation's secure remote data environment and maintain relevant accreditation (including IG Toolkit and ISO27001).*

1. As an active member of the Data Management Group within the Health Foundation, contribute to the development of a central knowledge repository and set of working practices that support the objectives of the Data Management Strategy.
2. Maintain a database of the permissions and specifications for each data set held by the team.
3. Monitor risks concerning data security and communicate these to SDEMG.
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 as needed.
6. Support the checking and releasing of analytical outputs from the remote environments by applying statistical disclosure control principles.
7. Represent the Health Foundation externally on matters related to data stewardship.
8. Advocate good practice in the field of data stewardship.

*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: Commitment to Diversity and Inclusion; Working Together; Achieving Impact and Discovering and Learning.

## Person specification

Criteria	Assessment (CV/SS- Shortlist, T- Test, I- Interview)	Essential/ Desirable (E/D)
<b>Commitment to Diversity and Inclusion</b> - A commitment to diversity and inclusion in employment and service delivery	I	E
<b>Working together</b> - A person who works collaboratively and is able to work across teams (both internally and externally) successfully.	I	E
<b>Achieving impact</b> – 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
<b>Discovering and Learning</b> – 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
Relevant post-graduate degree in a quantitative subject, or evidence of equivalent knowledge and experience gained through career development.	CV/SS	E
Demonstrable experience of developing and building data access solutions, including methods of accessing data remotely.	CV/SS, I	E
A proven track record in data management and data standardisation, ideally with experience of developing novel methods.	CV/SS, I	E
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
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 with large linked datasets from health and social care.	CV/SS, I	D
A proven track record of working with relevant stakeholders in NHS organisations, such as clinicians, commissioners and ideally senior policy makers (or similar senior stakeholders in non-NHS organisations).	CV/SS, I	D
Extensive knowledge of current developments in data curation and data standardisation, and a well-developed professional network.	CV/SS, I	E
Evidence of the ability to work collaboratively, and proactively engage with colleagues and external partners	CV/SS, I	E
Ability to work flexibly, and respond to changing priorities, with a solution orientated way of working, and ability to adapt and persevere following setbacks	CV/SS, I	E
Evidence of the ability to communicate clearly and concisely for a range of audiences, to time limited deadlines.	CV/SS, I	D

Proficient in statistical or data management software (ideally R) to an advanced level	<b>CV/SS, I</b>	<b>E</b>
A track record of working independently and leading complex, multi-stakeholder projects over long time-lines and managing multiple projects.	<b>CV/SS, I</b>	<b>D</b>