



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Operations Director (Leeds Institute for Data Analytics)

Faculty of Medicine & Health



Salary: Grade 10 (£59,828 – £73,539 p.a.)

Reference: MHLDA1027

Closing date: 12 July 2019

We will consider flexible working arrangements

Operations Director (Leeds Institute for Data Analytics) Faculty of Medicine & Health

Do you have exceptional leadership qualities? Do you have knowledge of the present research landscape for use of health and consumer data? Are you able to provide strategic direction with challenge and influence? Can you work collaboratively with senior stakeholders to deliver service improvement?

The Leeds Institute for Data Analytics (LIDA) was established in 2014 from the combination of two national research council centres in medical bioinformatics and consumer data research. The Institute has a central role in the University of Leeds strategic plan, and aligns strongly with national priorities including the development of data science and AI as one of the four grand challenges in the Industrial Strategy.

The Institute has grown rapidly, and now supports a research portfolio of £50 million across the University, working within a physical hub of 170 seats. In 2018 the University of Leeds became a partner in the UK national institute for Data Science and Artificial Intelligence (Alan Turing Institute), and has won major awards in the field of data science including the UKRI funded LIDA Centre for Doctoral Training in Artificial Intelligence for Medical Diagnosis and Care.

As Operations Director, you will report to one of the Co-Directors and work closely with the other senior members of staff within the Institute. You will have excellent knowledge of the present data landscape, including recent experience of health, consumer data and/ or other relevant domains. You will be expected to question, support, challenge and influence senior academic leaders and research users of LIDA to deliver a world-class research infrastructure, and be a resilient, secure and compliant resource for a broad range of research using complex and confidential data. The full scope of the post will incorporate leadership, all aspects of research data and staff management. You will actively network both internally and externally and be the key point of contact for data providers, auditors and collaborators.



What does the role entail?

As Operations Director (LIDA) your main duties will include:

- Leading the development and delivery of an operational strategy for LIDA to facilitate further growth to meet the ambitious Institute Research Strategy Goals. Fostering a culture of continuous improvement; promoting efficient models of working whilst ensuring ongoing legal compliance and research best practice. Manage senior colleagues in delivery of the operational strategy;
- Proactively engaging with external stakeholders to ensure successful partnership working, delivery of joint initiatives and publicity of the Institute;
- Leading, motivating and developing a multi-disciplinary team of senior colleagues in the day to day operations of LIDA (including finance, quality standards, project management and delivery, data management) to deliver high quality and high impact objectives and provide professional support and advice to researchers across all stages;
- Operational leadership for risk management (oversight of new business, changes to systems, regulatory compliance, risk registers);
- Strategic oversight of the management of planning, sequencing and resourcing of projects; budget and account management processes;
- Forecasting demand for human and technical capacity and ensuring its implementation in a timely fashion;
- Interpretation, impact assessment, and implementation of national regulatory, funding and research governance and conduct challenges and changes to ensure that all work being led by the Institute is fully integrated and responsive to new developments;
- Developing and embedding a schedule of regular internal audits;
- Developing reporting metrics as appropriate that are informative about the facility and enable the identification of options for process improvement;
- Close liaison and partnership working with colleagues in HR, finance and IT to maintain an effective team, systems and processes;
- Leading the development of grant applications, working collaboratively with Research Directors;
- Line management and responsibility for members of the administrative, research and business development teams in LIDA.



Quality management and regulatory compliance

- Working collaboratively with other services to ensure overall responsibility, implementation and maintenance of a full ISO2015-27001 quality management scheme and Department of Health Data Security and Protection Toolkit. Note; responsibility for IT is with the University IT Service;
- Maintenance of a full information governance system that is consistent with the University data management framework. Ensuring appropriate governance and assurances are in place for the management of confidential data;
- Responsibility for the reporting of data breaches or other security incidents – development of detailed inventory of non-conformances and associated corrective or preventative actions;
- Developing, implementing and maintaining a full training programme for in-house staff and appropriate training modules for researchers to facilitate their use of the Institute resources, working with IT as necessary.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Operations Director (LIDA), you will have:

- Education to degree level, preferably but not necessarily in a science or business or equivalent qualification/ experience);
- An appreciation of the research process and its associated challenges;
- Significant experience in the field of the management of complex and confidential data;
- Thorough knowledge of regulatory environments for the use and storage of confidential data;
- Thorough understanding of information technology, systems and management and associated security issues;
- Experience of running accredited quality schemes such as ISO standards and standards required by data providers (e.g. NHS IG toolkit);
- Demonstrable experience of successful working with senior researchers and business users from within and outside your organisation;



- Track record in successful management for a large portfolio of data-intensive research projects including costing, financial management, project management, and manpower planning and line management;
- Track record in participating constructively in complex multi-disciplinary meetings and decision making processes;
- Capacity for original thought and to solve problems, identify issues and plan strategic action;
- Effective leadership skills with the ability to work both independently and collaboratively with stakeholders at all levels;
- Flexible attitude on a day to day basis. Excellent interpersonal and communication skills. Firm and persistent when expressing views but a good listener comfortable changing course if given compelling reasons.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Professor Christopher Gale

Tel: +44 (0)113 343 8916

Email: C.P.Gale@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

