UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Data Manager, Faculty of Medicine and Health

Salary: Grade 6 (£27,511– £32,817 p.a.)

Reference: MHLCM1214

Closing date: 04 February 2020

Interview date: 17 February 2020

Fixed-term until 31st March 2021.

Project Data Manager
Paediatric Intensive Care Audit Network (PICANet),
School of Medicine, Leeds Institute for Data Analytics

Do you want to contribute to a world-leading paediatric intensive care national audit and research project which impacts the care of critically ill children? Do you have strong data management skills and excellent attention to detail? Are you looking for the next challenge and do you want to apply your skills to improve the functionality and usability of a key national clinical resource?

Established in 2001 and coordinated by the Universities of Leeds and Leicester, the Paediatric Intensive Care Audit Network (PICANet) is a world-leading national clinical audit project, collating details of the treatment and transfer of all critically ill children in Paediatric Intensive Care Units in the UK and Republic of Ireland. Utilising an expanding clinical audit dataset (already in excess of 360,000 event records), the project examines quality of care among severely ill children and facilitates the planning of future health service research and interventions.
We are seeking a Project Data Manager to join our team. You should have a relevant degree (minimum 2:2) and significant hands-on experience of data management.

You will be responsible for liaising with clinical and academic colleagues to agree and produce database specifications and testing database functionality. You will assist the Database Manager and Statistician with data cleaning and quality assurance. You will support the process for approval of data release to third parties. Effective communication and interpersonal skills will be essential in building rapport with collaborative colleagues at the University of Leicester as well as NHS Trust staff, providing support and guidance to ensure accurate reporting of information into the database. While the post is based on the University of Leeds campus, travel to meetings or to visit other organisations, in particular NHS Trusts, will be required on occasion.

What does the role entail?

As a Project Data Manager your main duties will include:

- Responsibility for liaising with clinical and academic colleagues to understand database requirements, producing database specifications and testing database functionality;
- Managing appropriate user access to the database; developing and delivering database training;
- Responsibility for the day to day management of data quality, flagging issues for further investigation or validation either within the team or to units and transport teams;
- Utilising SQL to query and download data;
- Contributing to the production of the PICANet annual report including data cleaning and quality assurance in collaboration with the Statistician;
- Managing the process for approval of data release to third parties including liaising with clinicians and researchers, co-ordinating the review of data requests, ensuring associated approvals are in place and preparing and checking data outputs;
- Maintaining an overview of the relevant project timelines including database changes and planning for data analysis;
- Supporting the Project Officer to organise meetings and to produce meeting minutes for the Project Team, Clinical Advisory Group and Steering Group;
- Supporting the delivery of day-to-day research activity relevant to the project, maintaining relevant project data and documentation, assisting with website maintenance, and inputting into ethics and research governance approvals as required;
- Maintaining a thorough and up-to-date understanding and working knowledge of the legislative framework relating to collection and use of personally identifiable data (e.g. GDPR, governance requirements, ethical considerations) and applying this knowledge through working practices on your projects;
- Reviewing and developing standard operating procedures, guidelines and process documentation relevant to the role.
- Taking a proactive approach, working effectively to identify problems and resolve them, both independently and as part of a larger team.

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.

You will report to Dr Richard Feltbower, Senior Lecturer in Epidemiology and PICANet Co-Principal Investigator.

What will you bring to the role?

As a Project Data Manager you will have:

- A degree in a subject with a strong scientific, numerate (e.g. statistical) or technical (e.g. programming) component (at least lower second class or equivalent);

- Substantial experience of cleaning and validating data within a database;

- Excellent IT skills including Excel, Word, database packages and an aptitude for data-handling e.g. manipulating and presenting data;

- Understanding of the legislative framework concerning the collection and use of personally identifiable data (e.g. GDPR, governance requirements, ethical considerations);

- Ability to write clear comprehensive written documentation and maintain clear records;

- The ability to work methodically with accuracy and attention to detail;

- Self-motivation and enthusiasm with the ability to work flexibly to tight deadlines without close supervision;

- Ability to exercise personal initiative and judgement to identify and resolve problems;

- Excellent verbal communication skills with the ability to work within a multi-disciplinary team and foster good working relationships with health professionals;

You may also have:
- Knowledge and/or experience of basic statistical analysis techniques
- Experience of developing and documenting procedures and guidance
- Experience of extracting and querying data using SQL
- Experience of writing database specification and documentation
- Practical experience of database testing
- Knowledge of medical terminology

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:

Hannah Buckley (PICANet Senior Research Statistician) or
Victoria Hiley (PICANet Operations Develoment Manager)
Tel: +44 (0)113 343 8125
Email: H.L.Buckley@leeds.ac.uk or V.Hiley@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.