CANDIDATE BRIEF

Data Manager, Faculty of Medicine and Health

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

Reference: MHLCM1226

Closing date: 23 July 2020
Fixed-term for 12 months.
Full-time.

Data Manager
Yorkshire Specialist Register of Cancer in Children and Young People
Leeds Institute for Data Analytics, School of Medicine.

Do you want to contribute to a world-leading research database on children and young people's cancer, assessing the impact of Covid-19 on clinical outcomes? Do you have exceptional data management skills and are you looking for the next challenge? Are you able to juggle multiple tasks and see them through to completion?

You will manage all aspects of the cancer registration process for the Yorkshire Specialist Register of Cancer in Children and Young People ensuring compliance with the specified Register requirements and standards. You will have responsibility for collecting high quality demographic and clinical data for all new registrations from 16 different acute hospital Trusts across the Yorkshire and the Humber geographical area; approximately 400 new registrations are made annually. This will involve liaison with a wide range of people across the National Cancer Registration and Analysis Service (NCRAS), Public Health England and the NHS, including IT, patient services offices, nurses and GPs.

We are seeking a 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 have strong IT skills to manage and process electronic data feeds from multiple providers. Responsibility for data quality and organisation of local and national meetings is integral to the position. Therefore, excellent attention to detail and self-management skills for planning and prioritising are essential.

You will be based within the Yorkshire Register research group which carries out a programme of epidemiology and applied health research, including the impact of Covid-19 on cancer survival and other clinical outcomes. You will assist the Registry Statistician with data cleaning and quality assurance and support the process for ethical and regulatory approval. Occasional travel is required to visit designated hospitals for the abstraction of data from patients' case notes.

What does the role entail?

As a Data Manager your main duties will include:

- Overseeing clinical and socio-demographic data collection including co-ordinating the receipt and validation of electronic datasets and preparing data for registration, occasionally requiring visits to designated hospitals;
- Responsibility for the day to day data management of the Register including monitoring data and quality assurance;
- Overseeing the integrity of the Register database, held in Microsoft SQL Server, with input from key groups and colleagues;
- 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;
- Utilising SQL to query and download data;
- Carrying out duties in accordance with relevant guidelines and protocols and ensuring relevant governance and ethical rules are adhered to;
- Reviewing and developing procedures and guidelines relating to data entry, validation, extraction, storage and retention;
- Coordinating the preparation of accurate datasets and working to agreed deadlines set for these;
- Organising the production of regular reports on incidence rates and data quality for meetings and/or the team as requested;
- Supporting the delivery of day-to-day research activity relevant to the Registry, maintaining relevant project documentation, assisting with website maintenance;
- Organising, and providing full administrative support to, annual Scientific Advisory Group meetings.

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.

What will you bring to the role?

As a Data Collection 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. electronic methods of data capture, transfer and presentation;
- Excellent organisational and self-management skills for planning, prioritising and organising own work to tight deadlines;
- The ability to work methodically with accuracy and attention to detail;
- Self-motivation and enthusiasm with the ability to work on own initiative and under pressure without close supervision;
- The ability to work within a multi-disciplinary team and foster good working relationships with health professionals;
- The ability to identify and extract data from clinical records which contain complex medical terminology;
- The ability to exercise personal initiative and responsibility and to use own judgement to solve problems;
- Excellent verbal and written communication skills including dealing with enquiries and producing reports.

You may also have:
- Experience of working in a disease registry or research office environment;
- Experience of cancer terminology and cancer coding systems;
- Experience of extracting and querying data using SQL;
- Experience of medical research and/or cancer registration;
- Knowledge of NHS infrastructure including research governance approval processes;
- A current full UK driving license to visit medical record sites which may be inaccessible via public transport.

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:

Dr Richard Feltbower, Senior Lecturer
Tel: +44 (0)7980 236869
Email: r.g.feltbower@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.

Find out more about the [Faculty of Medicine and Health](#).
Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.
Find out more about [Leeds Institute of Cardiovascular and Metabolic Medicine](#).
Find out more about the [Clinical and Population Science Department](#)

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.](mailto: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.