

**SENIOR DATA AND ANALYTICS MANAGER
NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE**



Salary Grade: 8

Reporting to: Head of Data and Analytics

Reference: MHNCC1601

SENIOR DATA AND ANALYTICS MANAGER

Reports to: Head of Data and Analytics

Overview of the Role

The University of Leeds has been chosen by the UK government to lead the National Institute for Health and Care Research (NIHR) Research Delivery Network Coordinating Centre (RDNCC), and will be joined by 12 new Regional Research Delivery Networks (RRDNs), hosted by NHS organisations across the country to form the NIHR Research Delivery Network (RDN). The new NIHR RDN will operate as one unified organisation across England, balancing regional context, expertise and leadership with national coordination and strategy involving government policymakers. The RDNCC will work across England's health and care system, with staff in all settings, to support the effective and efficient initiation and delivery of research.

You will be responsible for leading the operational delivery of the Data and Analytics function and manage the team who deliver this service.

You will proactively develop a profile within the RDNCC and work collaboratively with individuals and groups both across the RDN and the University of Leeds, and with external stakeholders in a host of settings. Working with your Director and Head of function, you will support the delivery of the organisation-wide shift in ways of working and culture that is required to ensure the network functions as a single organisation with a shared purpose and vision across England, as well as supporting colleagues and managing the team through the period of transformation and beyond.

This role involves some national travel.

DUTIES AND RESPONSIBILITIES

Common duties and responsibilities for RDNCC Grade 8 roles

Responsible for managing and coordinating resources including the recruitment and selection and line management of staff, which will include undertaking staff reviews to identify training and development needs and establishing how those needs will be met and managing performance against agreed objectives.

Providing operational oversight, support, and professional expertise, both within the team and to external stakeholders.

Producing high quality plans, update reports, briefing documents and/or reports for stakeholders and senior decision makers and project or programme boards.

Proactively develop a profile across the RDN, and work collaboratively with RDN stakeholders, the University of Leeds and externally, facilitating discussions and initiating, leading and/or actively participating in groups and meetings in order to influence events and opinions to achieve strategic and operational objectives.

Make independent decisions and advise senior leadership, both of which will impact the achievement of strategic and operational objectives and future direction. Identify opportunities, risks, and optimal solutions to problems, analysing of options and considering of potential precedents that may be set and the future impact.

Demonstrating personal leadership in terms of being focussed, flexible, professional, motivated, and personally effective.

Duties and responsibilities specific to this role

1. Collaboratively develop self-service reporting solutions and analysis of large-scale data sets, which enable business insight, for RDN stakeholders as part of a joint leadership approach with data and analytics colleagues from RRDNs.
2. Manage a team of highly skilled analytical and data management staff to ensure the provision of routine and ad hoc analysis to support analytical and reporting functions both within the RDNCC and across the whole RDN.
3. Ensure timely and accurate business intelligence information to the RDN Board that will provide the joint leadership function.
4. Manage the data staging environment(s) that underpin the Open Data Platform (ODP) and other reporting services.
5. Manage the ODP service and implement Open Data initiatives, supporting potential data linkage opportunities within the NIHR, NHS and with other health data sources.
6. Implement data and analytics tools and processes that enable business insight and

encourage self-service access to, and a conversational relationship with NIHR data sources.

7. Manage the integration of research related data held within RRDN geographies, using a range of business intelligence tools to enable exploration and visualisation of data for RDN stakeholders.
8. Manage associated data quality processes and tools to ensure that effective communication of issues to relevant stakeholders facilitates good data management and data integrity processes across the RDN.

Other duties

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.

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential requirements for all RDNCC grade 8 roles

- Experience of line managing staff, identifying and addressing development needs and managing performance including those who are not under your direct line management .
- The ability to support organisational change and transformation programmes in a positive and proactive way, and to motivate and support colleagues through substantial organisational and cultural change.
- The ability to think strategically to develop plans that will support delivery of strategic objectives and priorities.
- Creative, flexible, and self-motivated in approaching complex organisational issues with determination and resilience and the ability to deliver real measurable benefits, working to deadlines and managing priorities.
- The ability to work collaboratively, with evidence of successfully developing and maintaining effective working relationships with a wide range of internal and external partners and stakeholders.
- Negotiation, communication, interpersonal skills with the ability to articulate priorities and effectively engage and influence others.
- The ability to effectively analyse problems and data to present solutions and information in a meaningful way to a diverse range of decision makers and stakeholders.

Essential requirements specific to this role

- A background in health information or mathematical/statistical related field or equivalent experience of information handling and analysis gained in a work environment.
- Significant experience at an advanced level of computer expertise, including knowledge of data discovery solutions for data visualisation and analytics and understanding relationships within data that lead to business intelligence insights.
- Experience of data management using data architecture and data governance methodologies, including management of data staging environments and data services (data dictionary, metadata management).
- Experience of managing the development of data visualisations, via dashboards or other tools, which support business decision making.

Additional information

NIHR Research Delivery Network

The National Institute for Health and Care Research (NIHR) is funded by the Department of Health and Social Care (DHSC). NIHR works in partnership with the NHS, universities, local government, other research funders, patients and the public. The NIHR funds, enables and delivers world-leading health and social care research that improves people's health and wellbeing and promotes economic growth. NIHR is a major funder of applied health research in low and middle-income countries. Further information on the NIHR can be found at www.nihr.ac.uk.

As part of NIHR, the Research Delivery Network (RDN) supports the effective and efficient initiation and delivery of funded research across the health and care system in England for the benefit of patients, the health and care system and the economy. The scope and purpose of RDN is to support:

- Clinical trials and other well-designed health and social care research studies (including studies that are delivered outside of an NHS setting).
- Public health studies that require the recruitment of individuals within an NHS setting (that is, acute, ambulance, mental health, community, or primary care) or an episode of care which involves contact with the NHS.

The whole of England will be supported through 12 NIHR Regional Research Delivery Networks (RRDNs). The RRDNs will work with the national Research Delivery Network Coordinating Centre (RDNCC) to provide a joint RDN leadership function so that the NIHR RDN as a whole functions as a single organisation with a shared vision and purpose across England.

The University of Leeds is the provider of the RDNCC, working with and on behalf of DHSC. The University will be the employer for this role.

University of Leeds

Inclusion

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate.

Information for disabled candidates

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

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

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.

Working at the University of Leeds

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