

Research Manager (Data)

1 JOB DESCRIPTION

Faculty / School or Division: Bristol Medical School, Faculty of Health and Life Sciences

Faculty/School or Division Address: Canynge Hall, 39 Whatley Rd, Bristol, BS8 2PS

Job Family:	Professional & Administrative Services		
Grade:	J	Salary range:	£44,746- £50,253 per annum
Hours of work:	35h/week	Contract type:	Fixed term maternity cover until 23/12/2027 or earlier return of the postholder from maternity leave / secondment opportunity for internal applicants
Work pattern:	Full-time/ 1 FTE (part-time considered at 0.8 FTE)	Vacancy Reference Number SUPP113890	

1.1 Main Job Purpose

You will bring expert data stewardship skills to UK Longitudinal Linkage Collaboration (UK LLC) to help manage UK LLC's wide ranging data assets. You will ensure the safe curation of data, conduct exploratory analyses and transform data to high quality 'research ready' datasets. You will work directly with a wide range of external parties, including UK LLC's partner Longitudinal Population Studies (LPS) and linked data owners such as the NHS, Office for National Statistics and UK Government Departments, to understand data quality and provenance. You will be expected to co-ordinate expert groups and to produce documentation and training materials that help researchers working in the UK LLC Trusted Research Environment (TRE).

1.2 Standard Responsibilities

- Understand complex new and historic data-sets, providing a high-level of customer service to new and existing Longitudinal Population Studies (LPS) as to how to organise and document their data. Currently 24 LPS contribute data to UK LLC and this is anticipated to at least double.
- As new and complex data are acquired (HMRC, DWP, Department for Education), advise on the management and handling of these, including the development of new pipelines and methods for organisation. Write the accompanying technical and training materials, ensuring they reflect the changing data and needs over time.
- Provide specialist advice to researchers enquiring about data availability and use. Hold overall responsibility for managing the Data Team's Jira Service Management, ensuring that the team respond to queries from researchers in a timely and appropriate manner. Capture information to continually improve the suite of support materials available to researchers.

- Distil technical and bespoke information into a variety of support materials for both LPS and researchers, leading on the drafting/development and updating of materials to ensure they continue to meet the changing requirements in the field.
- Lead UK LLC 'working groups' of UK-wide researchers and external stakeholders, providing regular updates (reports/presentations) to continually improve service quality and efficiency.
- Ensure complex and changing data requests are accurate. Liaise extensively with the UK LLC team (across two sites), LPS and researchers requesting the data to ensure Service Level Agreements are met to the highest security standards.
- Use a variety of statistical packages to analyse a range of complex datasets to contribute towards publications.
- Lead on the collation of reports and documentation for internal and external audiences. This includes UK LLC Management Group and Executive Group, and the UK Statistics Authority.
- Work to the 'gold standard' legal frameworks of information governance achieved by UK LLC (ISO 27001 and UK Digital Economy Act) – and be subject to annual audits to ensure that all processes continue to meet these standards so that no disclosive information ever leaves the UK LLC Trusted Research Environment.
- Explain to LPS and researchers how UK LLC's extensive and complex framework of policies and procedures relate to their area of work and advise how to meet the legal requirements, offering solutions.

1.3 Relationships

Line manager: Senior Data Manager (Governance and Users)

Line manager to (where appropriate):

1.4 Pre-employment Checks

National Security Vetting is required on appointment to **Baseline Personnel Security Standard**, which includes a **Basic level DBS** check.

2 PERSON SPECIFICATION

2.1 Standard Skills, Knowledge & Experience Required

Criteria	Essential	Desirable	Assessed By A/I/T/O
Professional qualification (degree or equivalent) in relevant area	Yes		A/I
Experience of managing customer support and processes	Yes		A/I
Evidence of dealing with difficult/demanding customers and situations		Yes	A/I
Evidence of ability to manage competing demands/ priorities, sometimes to tight deadlines	Yes		A/I
Experience of working in a research/university or NHS setting		Yes	A/I
Ability to manipulate data and complete analyses in databases (SQL) and commonly used statistical packages such as Stata or R.	Yes		A/I
Data management experience focused on data curation, integrity and documentation	Yes		A/I
Awareness of data protection issues, confidentiality and information governance standards	Yes		A/I
Proven organisational skills, across multiple projects simultaneously	Yes		A/I
Programming experience using commonly used data science languages e.g. Python		Yes	A/I
Evidence of clear and concise writing of scientific/technical documents	Yes		A/I
Evidence of contribution/leading drafting of research publications		Yes	A
Proven influencing and negotiating skills	Yes		A/I
Proven ability to work independently and as part of a multidisciplinary team	Yes		A/I
Excellent ability to present technical information to both technical and lay audiences	Yes		A/I/T
Ability to find creative solutions to conveying guidance and training information		Yes	A/I

A – Application form

I – Interview

T – Test or scenario

O – Other e.g. presentation, focus group