

Job description and person specification

Post:	Programme Manager – Black Internship Programme (Delivery, Partnerships and Growth).
Location:	Flexible. Primary base could be anywhere in the UK, but must be willing and able to travel to London and elsewhere (mainly UK) in connection with the role
Salary:	£50,000 - £55,000 pa
Duration:	Permanent
Reporting to:	Programme Director Capacity Building

About Health Data Research UK

Health Data Research UK (HDR UK) is accelerating trustworthy use of health data to enable discoveries that improve people's lives.

We are the national institute for health data science. Our vision is for large-scale data to benefit every interaction with patients, every clinical trial and every biomedical discovery, and to transform public health.

The UK is in a unique position to realise the potential of health data, thanks to the NHS and its cradle-to-grave records for a population of over 65 million people.

Safe and secure use of this data could improve treatments, deliver better health care and save lives. It could help tackle some of the biggest health challenges worldwide, including cancer, diabetes and cardiovascular disease.

However, access to this data for researchers is often a lengthy, fragmented process, meaning the potential for improving healthcare is far from being realised in full.

We work in partnership with the NHS, industry, charities and universities to realise the potential of the UK's health data in life-changing research. Patients and the public are actively involved in shaping HDR UK's work and ensuring it delivers public benefit.

The Institute played a major role in the COVID-19 pandemic, working with the NHS and collaborators internationally to link and coordinate the use of large-scale data. With these resources, scientists and

doctors could understand more about this new disease, identify which drugs were effective and provide evidence to allow the NHS and policymakers to respond to the challenge.

Our successes include:

- A Trusted Research Environments (TRE) for England was created early in the pandemic with health data covering >54 million people, thanks to a collaboration between NHS Digital and HDR UK through its British Heart Foundation (BHF) Data Science Centre. TREs are highly secure computing environments that provide remote access to health data.
- During the roll out of the Pfizer-BioNTech and Oxford-AstraZeneca vaccines against Covid-19, it was vital to understand how they performed in the population. A team supported by HDR UK through the BREATHE Health Data Research Hub were able to rapidly show the high protection offered by the vaccines after a single dose, thanks to assembling linked health data for 99% of the Scottish population.
- Nearly half a million people missed out on starting medication to lower their blood pressure during the Covid-19 pandemic, according to research enabled by the BHF Data Science Centre at HDR UK. The research included 1.32 billion records of medications dispensed to 15.8 million people in England, Scotland and Wales between 1 April 2018 and 31 July 2021.
- The Green Algorithms initiative promotes more environmentally sustainable computational science and is run by Loïc Lannelongue and Michael Inouye at HDR UK Cambridge. They have built tools for carbon footprint estimation, raised awareness about the environmental impacts of algorithms and driven change in the computational science community.
- A significant landmark early in 2024 saw the first research study of health records for 67 million people in all four UK nations. It looked at gaps in Covid-19 vaccine coverage and found that between a third and a half of the populations of the four UK nations had not had the recommended number of vaccinations and boosters by summer 2022. The approach could be extended to many other areas of medicine with great potential for new discoveries in the understanding and treatment of disease.

HDR UK is a virtual institute, with staff and partners in all four nations of the UK and an office in central London. We are an independent, registered charity with five years of core funding from nine of the UK's leading medical research funders, including UK Research and Innovation, the Department of Health and Social Care in England and equivalents in Northern Ireland, Wales and Scotland, and leading medical research charities.

At Health Data Research UK, we employ talented individuals who bring their own unique skills and experience to support the Institute's vision and benefit the whole team. Our values of transparency, optimism, respect, courage and humility guide how we work together within HDR UK, with our partners and other stakeholders.

HDR UK's strategy

Our five-year objectives are to:

1. Accelerate trustworthy data use by sorting the data

- Make it easier and quicker for researchers to find, access and use high-quality, large-scale data
- Fix the technical challenges needed for swift, safe and secure data use, by assembling innovative infrastructure solutions
- Increase health research efficiency and productivity by accelerating adoption of the FAIR (Findable, Accessible, Interoperable and Reuseable) data principles

2. Improve people's lives by unlocking the power of data

- Deliver cutting-edge research that harnesses large-scale data to change health policy and practice
- Exemplify trustworthy data use to deliver research that was previously impossible
- Test and improve the infrastructure so it serves all researchers

3. Shape the future of health data research

- Connect data, people and organisations to bring about cultural change and realise the UK's potential to be at the forefront of health data innovation
- Develop people and teams with diverse perspectives and skills needed to deliver health data research
- Embed good practice in patient and public engagement and involvement to build confidence in health data research for public benefit by increasing transparency and trustworthiness.

About the Black Internship Programme

HDR UK's Black Internship Programme (BIP) creates meaningful opportunities for Black people to develop careers in health data research, data science and related fields. By connecting interns with leading organisations across academia, industry, healthcare and the public sector, the programme helps participants build skills, experience, professional networks and confidence while enabling host organisations to access and nurture diverse talent.

Since its launch, the programme has supported hundreds of interns and built a growing network of host organisations, mentors, alumni and partners. Our ambition is to build on this success, expanding the programme's reach, strengthening its long-term sustainability and enriching the experience and career opportunities it offers.

We are looking for an exceptional Programme Manager to drive the effective delivery and continued development of BIP.

Purpose of the post

This is a pivotal role for someone who combines outstanding programme management and operational delivery with a strong commitment to inclusive talent development. You will take ownership of the day-to-day running of the Black Internship Programme, ensuring that every stage of the intern and host journey is well planned, coordinated and delivered to a consistently high standard. You will build trusted, long-term relationships with host organisations, interns, alumni, mentors and wider stakeholders, ensuring that participants and partners feel supported, engaged and motivated to remain involved.

Alongside delivering an excellent core programme, you will identify opportunities to grow and enrich BIP: strengthening the host network, improving the intern experience, developing alumni engagement, introducing new activities and partnerships, and making the programme more efficient, impactful and sustainable.

You will be organised, proactive and solutions-focused, with the judgement to manage competing priorities, resolve challenges and translate strategic ambitions into effective delivery. You will be comfortable working collaboratively across a diverse stakeholder network and motivated by the opportunity to make a tangible difference to career pathways and representation in health data research.

This is an exceptional opportunity to influence the next chapter of a national programme which has had proven success but seeking the opportunity to scale. Do you have an entrepreneurial mindset who combines operational discipline with the initiative to spot opportunities, engage partners and drive growth? If so, we would love to hear from you.

Main responsibilities

1. Programme delivery and operational excellence

- Lead end-to-end delivery of the annual programme, including recruitment, matching, onboarding, training, mentoring, events, evaluation and alumni transition.
- Maintain effective plans, timelines, systems, documentation and communications so interns and hosts are well supported.
- Manage budgets, procurement, records, information governance, confidentiality and safeguarding in line with HDR UK policies.
- Anticipate and resolve operational issues, escalating risks appropriately.
- Continuously improve efficiency, quality and scalability through streamlined processes, technology and standardised resources.

2. Host organisation engagement and growth

- Build and retain strong relationships with host organisations, ensuring they are supported and motivated to participate again.
- Grow and onboard a diverse host network across academia, industry, healthcare, government and the wider health data sector.
- Work with hosts to create meaningful, inclusive placements with clear expectations and high-quality development opportunities.
- Develop host engagement, recognition and referral approaches, and opportunities to contribute through mentoring, skills development and alumni activity.
- Support partnership development and contributions that strengthen the programme's long-term sustainability.

3. Intern experience, support and development

- Deliver an inclusive, engaging experience from application through placement and beyond.
- Coordinate accessible recruitment, selection, matching, onboarding and induction processes.
- Build trusted relationships with interns, providing responsive support and monitoring progress and wellbeing with hosts and colleagues.
- Coordinate mentoring, workshops, networking, careers activities and opportunities to build technical, professional and transferable skills.
- Use intern feedback to improve the programme and develop alumni, peer-support and career pathways.

4. Programme enrichment, innovation and continuous improvement

- Identify and implement opportunities to improve the programme's quality, reach, impact and participant experience.
- Develop activities, resources and partnerships that respond to intern needs, host feedback and sector opportunities.
- Strengthen career pathways by connecting interns and alumni with employers, mentors, networks and further learning.
- Build an engaged community of interns, alumni, hosts, mentors and supporters.
- Use evidence, stakeholder insight and relevant benchmarks to shape a scalable, sustainable programme model.

5. Monitoring, evaluation and impact

- Maintain systems to monitor delivery, participation, satisfaction, placement quality, outcomes, milestones and risks.
- Collect and analyse feedback and outcomes data from interns, hosts, mentors and alumni.
- Produce clear reports, dashboards, case studies and impact stories for stakeholders, funders and partners.
- Track longer-term progression where feasible, including employment, further study and careers in relevant fields.
- Use evidence to improve decisions, demonstrate value and support investment, growth and effective communication of impact.

6. Stakeholder collaboration and team contribution

- Collaborate across HDR UK to align delivery with wider Talent and Training and organisational priorities.
- Build effective relationships with senior stakeholders, advisory groups, funders, delivery partners and external advisers.
- Prepare clear updates, briefings and recommendations to support decisions and programme development.
- Contribute to planning, risk management, partnerships and portfolio sustainability.
- Represent BIP and HDR UK professionally at meetings, events and external engagements.

Skills/Knowledge/Experience

Essential experience and skills

- Proven experience delivering complex, multi-stakeholder programmes or projects.
- Ability to navigate ambiguity, make sound decisions and keep things moving when circumstances change.
- An entrepreneurial mindset with the initiative to spot opportunities, engage partners and drive growth.
- Strong organisation and project management skills, with the ability to coordinate workstreams, priorities and deadlines.
- Experience building trusted external relationships, managing expectations and resolving issues constructively.

- Experience coordinating recruitment, placements, training, events or other participant-focused activities.
- Excellent written, verbal and interpersonal communication skills, with a commitment to inclusive and supportive experiences.
- Experience monitoring objectives, maintaining accurate records and using data and feedback to improve delivery.
- A proactive, detail-focused and service-oriented approach, with sound judgement and a continuous-improvement mindset.
- Ability to work independently and collaboratively in a small, dynamic team.
- Proficiency with digital tools for project management, data tracking, communication and collaboration.

Desirable experience and knowledge

- Experience delivering internship, early-career, employability, skills or widening-participation programmes.
- Understanding of barriers affecting underrepresented groups in education, research or employment.
- Experience working across academia, industry, healthcare or the public sector.
- Experience developing alumni, mentoring, professional-network or career-development activities.
- Experience supporting partnerships, fundraising, sponsorship or in-kind contributions.
- Knowledge of monitoring, evaluation, impact reporting and outcomes-based programme development.
- Understanding of health data research, data science, digital health or the UK life sciences sector.

Personal attributes

You will be someone who:

- **Gets things done:** takes ownership, follows through on commitments and ensures the details are managed without losing sight of the bigger picture.
- **Builds lasting relationships:** understands that the success of the programme depends on trusted, mutually beneficial relationships with interns and hosts.
- **Puts people first:** is approachable, empathetic and responsive, creating an environment in which participants feel valued and supported.
- **Looks for better ways of working:** questions unnecessary complexity, improves systems and finds practical ways to make delivery more efficient.
- **Thinks beyond the immediate task:** spots opportunities to improve the programme, strengthen partnerships and create additional value.
- **Uses evidence to make decisions:** listens to feedback, understands performance data and translates insights into action.
- **Champions inclusion:** is committed to widening access and improving representation in health data research and related careers.

What success looks like

The successful candidate will help ensure that:

- The programme is delivered efficiently, reliably and to a consistently high standard.

- Interns receive a positive, inclusive and valuable experience, with clear support and meaningful development opportunities.
- Host organisations feel well supported, see the value of participating and return to offer further placements.
- The network of hosts, mentors, alumni and partners continues to grow and deepen.
- Programme activities evolve in response to evidence, feedback and changing sector needs.
- Performance, outcomes and impact are clearly measured and communicated.
- Strong operational foundations support the programme's long-term growth, sustainability and influence.

This is an opportunity to play a central role in a nationally significant programme that helps open doors, develop talent and improve representation across health data research and related sectors. You will join a collaborative team working at the intersection of research, skills, inclusion and innovation, with the opportunity to shape both the day-to-day experience of participants and the future development of the programme.

If you are an excellent programme manager who combines operational rigour with relationship-building, initiative and a passion for creating opportunities for others, we would love to hear from you.

Dimensions

- This is a full-time role. Travel in the UK may be required to partner organisations
- HDR UK is a national institute, and our activities take place across the UK

Application Process

How to apply: Unless specified, please apply using our online portal. We use a recruitment process that is based on finding out more about the relevant skills and knowledge an applicant has and to help us with this we ask you 3 or 4 skills-based questions as part of the application process.

We will ask you to upload your CV and covering letter, these will be anonymised and will be used if you are shortlisted.

Please contact recruitment@hdruk.ac.uk if you have any queries regarding your application.

Summary of Benefits

- 27 days annual leave plus 8 days for Bank Holidays
- Annual leave purchase scheme
- Medical Cash-Plan and Doctorline
- Wellbeing support, including access to the TogetherAll app
- Generous pension scheme, with 10% employer contributions

Equal Opportunities Policy Statement

Health Data Research UK is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Marital or civil partnership status
- Pregnancy and maternity
- Sex
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Gender reassignment
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Safeguarding

HDR UK is committed to robust safeguarding policies, we expect everyone who works with us to share our commitment to safeguarding.