

IBD REGISTRY DATA ANALYST/DEVELOPER

ABOUT US

The IBD Registry is the first and largest repository of UK IBD (inflammatory bowel disease) data. There are approx. 500,000 people in the UK with IBD, a chronic disease which can be debilitating, difficult to manage and is still not well understood. Our mission is to provide better understanding based on data, to improve care of and treatments for patients, better information for clinicians and other stakeholders, with the aim throughout of improving outcomes for patients.

We are an independent not-for-profit company, co-owned by the British Society of Gastroenterology, the Royal College of Physicians and the patient organisation Crohn's and Colitis UK. Although we are a small organisation we play a big role in improving people's lives. We work directly with hospitals, doctors and nurses across the UK; with drug studies, with the NHS, as well as with key Universities in the fields of biostatistics and data analytics. We are deeply involved in the fast-moving and exciting area of health data, and the technologies that underpin and transform that data.

In pursuit of our mission we have also partnered with Cambridge University Hospitals and on a 3 year/£5M project to link and make accessible diverse datasets in a Hub for researchers. This project will involve the FHIR transformation of our existing dataset and linkage of it with Bioresource IBD dataset and also with the key NHS HES and electronic Prescribing datasets. This is a national project very much at the leading edge, looking to transform the landscape for researchers and the data they need for their work.

More information about our organisation can be found on our website: www.ibdregistry.org.uk

ABOUT THE ROLE

Our Data Analyst/Developer role is an exciting new role that reflects our increasing growth and the need that we will have to grow and improve our data management and data capture utilities in support of the next phase of our growth. The successful candidate for this role will play a key part in our development work in building the new data warehouse (encoding clinically developed methodologies in SQL as well as involvement in the database design), as well as maintaining our clinical data capture tools (primarily the SQL-based data management engine but also the web-based user interface). Our new Data Analyst/Developer will be critically involved in the curation and transformation of the IBD datasets required for the Hub, plus other smaller healthcare data projects ongoing that require similar skillset in structured data manipulation, using advanced Excel techniques.

We are a national organisation, active with hospitals and healthcare professionals across the UK, but still only a small company 'behind the scenes' – which means that this is a real opportunity to be involved across the whole spectrum in health data management, including exposure at high levels and external meetings - a great role for a graduate looking for their next role to progress in their career. Our ideal candidate has a strong academic background in data science or systems engineering with a demonstrable understanding or practical structured data management (including SQL), a year of work experience or equivalent, a positive approach coupled with the attention to detail inherent in a data management role, and is above all a willingness and ability to learn fast to come on board with what is one of the leading edge projects in health data curation today.

REPORTING AND KEY RELATIONSHIPS

The role reports to the Data and Analytics Manager, but you will also be closely involved with the Clinical Lead for Data Integration and the Client Services Manager.

KEY RESPONSIBILITIES

Data Warehouse Development

- Develop SQL procedures for the curation of the data warehouse to reflect the approved clinical methodologies, working in a structured and methodical way
- Assist in the maintenance of the core Registry dataset, making changes to the database fields and code lists (both in the Web Tool) as required to maintain alignment
- Identify as required and proactively suggest dataset improvements to the Data and Analytics Manager and the Clinical Lead for Data Integration

Data Analysis and Reporting

- Prepare the data required for and to prepare aggregated statistical reports as required for external clients and internal reporting
- Analyse data for clinical reporting, developing SQL and Excel based routines to automate these for ongoing and repeated reporting
- Perform any ad-hoc or additional curation or statistical analysis that may be required, using SQL, Excel, SPSS, R or any additional statistical software the Registry may adopt.

Data capture tool development and system administration

- Develop routine and 'ad hoc' data reports from the Web Tools as required using the built-in SQL-based software tools
- Develop and undertake data export and import activities as may be required
- Undertake the day-to-day management of the Web Tool and corresponding database, ensuring they are functioning correctly
- Working as part of the team, design and configure the data capture tools for new clinical requirements

Datasets Management

- Work with clinical teams and organisations looking to integrate the Registry dataset into their clinical or hospital systems
- Working closely with our Clinical Leads wherever required, especially the Clinical Lead for Data Integration on data mapping and the data model
- Support the Hub project of mapping and integrating the Registry dataset to the BioResource dataset, working in a team with the external data scientists and Universities involved in this

Information Governance and Data Security

- Understand our IBD Registry Information Governance and Data Security (IG & DS) policies and procedures and ensure the effective implementation of these
- Undertake the audit trail information on access to the Registry systems and monitor for any inappropriate activity or inactive usernames.

Personal Development

- Support the team in structured data management and analysis generally
- Manage own work to deliver tasks on time and to the required standard
- Contribute to the good and efficient working of the team by delivering against the business plan.
- Be a role model for professional working and positive change in a fast-moving environment

Other

- Maintain an awareness of Health and Safety legislation, demonstrated in safeguarding the actions of both yourself and others at all times
- Work within company policies and procedures at all times, proactively raising suggestions for improvement where-ever seen, and writing procedures or supplying content for them where required and requested.
- To maintain appropriate records and logs as may be required (proactively suggesting if none) so that there is a followable trail of information
- Any other duties as may be reasonably expected and are commensurate with the level of the post.

PERSON SPECIFICATION:

Qualifications:

- Degree-educated with a strong result in a relevant subject (e.g. maths/statistics, biostatistics, science).
- Any further education or formal training in the management, curation and analysis of structured data is highly desirable

Experience in data management (minimum of 1 years):

- Understanding of and experience with data manipulation and analysis concepts
- Demonstrable experience of working with structured data, preferably within a data warehouse environment.
- Understanding of data curation, data modelling and dataset management (ideally with experience in both health data and in real world data)
- Strong practical understanding of SQL to curate and analyse data in a database/warehouse is essential
- Strong practical understanding of advanced Excel to assist hospital users in local management of data
- A knowledge of statistical analysis and data manipulation tools and languages
- Experience in building or configuring web-based, or local database tools, for users

Other Experience (not expected but highly desirable):

- Exposure to working with health data, healthcare in general, pharmaceutical companies
- General technical skills and experience, which may have come from a degree project
- Any understanding of IBD or the issues faced by patients managing living with a chronic disease
- Any experience of or exposure to the following is highly desirable:
 - Working on projects, demonstrating ability to deliver.
 - Working within a highly regulated and /or audited environment.
 - Working within an exacting Information Governance and Data Security framework

Competencies:

- Innovative and pro-active problem-solver, presenting creative solutions to problems
- Self-aware, open to new learning and continuous self-development
- Excellent interpersonal skills, written and spoken, able to act as an ambassador for the Registry
- Methodical approach, with effective attention to detail and accuracy. Have exacting standards and a keen eye for detail
- Delivery focus, able to work the plan to achieve delivery, and report on progress
- Strong team-working skills, with a collaborative approach to working.

SALARY AND OTHER DETAILS

This is a fulltime (5 days/week) role offering a salary up to £26,000 FTE depending on relevant experience. It is offered as a 12 month contract initially, with potential to convert to a permanent role.

(The proficient salary is up to £26,000 FTE; the appointment is at an initial salary level (90 or 95% of the proficient salary) or at the proficient salary, depending upon skills and abilities as assessed during the recruitment process. On successful completion of probationary period, proficient salary will be re-assessed).

We offer 25 days holiday each year plus 8 Bank Holidays (all FTE, pro-rata for part time); plus a 5% employer's contribution to your pension.

Our fulltime (FTE) working week is 40 hours/week, and there may be a requirement to periodically work outside of standard office hours (usually remotely), for example, to fit in with clinical schedules.

We are a young and growing company, and so there is great scope for skills development and real career development opportunity.

KEY DATES AND HOW TO APPLY

You must have the right to work in the UK. Please do not apply if you do not.

- Closing date for applications: **Sunday 24th November 2019 @ midnight**. We encourage early application and we reserve the right to interview early and close early if a suitable candidate is found.
- Interview dates: **Thursday 28st and Friday 29th November**. Please **hold these dates and be prepared for an interview on this day** when you apply (if you cannot make this date, please continue to apply and state this in the application form, with date when you are available).

We will be shortlisting and inviting for interview on **Monday 25th November** we will inform eligible candidates if you have not been invited for interview.

Interviews will be at our offices in Epsom, only minutes from the station within a bright modern complex including library, cafes and restaurants. Epsom itself is only 30 minutes train journey from Waterloo, Victoria and Blackfriars, 15 minutes from Wimbledon.

HOW TO APPLY

To apply, all candidates are required to complete and submit the following:

- **our Application Form** covering three points: why you are the right candidate for this role; how you fit the Person Specification, plus details of your current salary package and notice period, and contact details of two referees including the context in which they know you (one of these should be your current or most recent employer. We will not contact your referees without your prior permission)
- you may also optionally send **your CV** (maximum 2 pages)

(Please note that we will not accept applications that are just a generic CV)

We can only accept applications from candidates who have the right to work in the UK.

If you have any questions, or would like to talk with us beforehand, please email Katie Gray on finance@ibdregistry.org.uk (also for a talk - so that we can arrange a time for a conversation).

Your referees may be contacted prior to a final decision being made, and only after you have attended the interview and with your permission.

An employment decision and offer of employment will be made promptly. We will be looking for the successful candidate to start in January 2020 (earlier in 2019 if possible).

This document describes the main elements of the job. This a new role in a young organisation and this description is a guide to the expectations and main duties as we understand them currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. This document is subject to review on an on-going basis.