

## **IBD REGISTRY PROJECTS MANAGER (HEALTH DATA/SYSTEMS)**

### **ABOUT US**

The IBD Registry Ltd is the first and largest repository of inflammatory bowel disease data (IBD) in the UK. Approximately 500,000 people in the UK suffer from this debilitating, not well understood and difficult to manage disease. Our mission is to improve the health of people living with inflammatory bowel disease in the UK by the collection and analysis of data in order to improve understanding of the care of people with IBD and their treatments and to facilitate research. With almost 200 NHS hospitals participating with us and over 67,000 patient records, we are one of the largest registries in Europe.

Our not for profit organisation is young, small and growing rapidly, with considerable successes already in the field of health informatics. We work with hospitals, doctors and nurses across the UK and with drug studies, the NHS and key universities. Further information can be found on our website [www.ibdregistry.org.uk](http://www.ibdregistry.org.uk)

We have recently made the decision to move to a Programme Management approach to organisation of our projects and programmes. We already have underway a suite of health informatics projects, including participating in a major (3 year, £5million) project with Health Data Research UK and Cambridge University Hospitals to create a leading edge data solution to bring together diverse and separate health datasets to enable greater research into IBD. This key project is called the 'Gut Reaction' Hub, and further information can be found on the HDR UK website: <https://www.hdr.uk.ac.uk/help-with-your-data/our-hubs-across-the-uk/gut-reaction/>

### **ABOUT THE ROLE**

The successful candidate will deliver projects across our entire programme. The work will involve managing projects that contribute to the delivery of our work across a number of areas such as:

- Involving and co-ordinating multiple key stakeholders in the design and development of patient-oriented surveys
- Piloting new patient-facing healthcare applications.
- Promoting the work of the IBD Registry.

As per the introduction, IBD Registry is currently a small organisation with a very flat management structure. It is therefore essential that applicants recognise that this a very hands-on role, with the postholder working to actively deliver projects to time and budget alongside overseeing the management of them. All the projects are fundamentally related to health data in some way, particularly in respect of data flows across the organisation and beyond, and so confidence and capability with technical solutions and data is essential.

## **ABOUT YOU**

To be successful in this role you will have strong experience in healthcare projects and studies, and will be a delivery-focused manager who is both organised and adaptable and with a strong eye for detail and quality

You will have a track record of delivering projects to time and budget, preferably in the field of technical and data projects. In addition you will be keen to contribute to business planning and the development of this growing organisation. Your most important attributes will be your rigour in thinking, readiness to learn and your 'can do' mindset. Above all, you need to believe in our mission and want to join us to make a difference: our small team makes a big difference in IBD across the UK and this needs to be more than 'just a job' for you.

You will have a strong academic qualification record, possibly including a further qualification in business or project management. Ideally you will have come from the healthcare or pharmaceutical industries, or as an alternative from a highly-regulated sector where both data protection and delivery are critical.

## **JOB TITLE**

Projects Manager (Health Data/Systems)

## **REPORTING AND KEY RELATIONSHIPS**

The role reports to the Programme Manager. There are key relationships with the Client Service manager, the Data & Analytics Manager and the PV & Studies Manager, in which areas many of the projects may be run.

## **ROLE AND DELIVERABLES**

### **Project Management and Delivery**

1. Lead, own and deliver assigned projects to time, budget and quality.
2. Deliver projects in line with IBD's programme management office, using agreed templates and methodologies. Contribute to and design additional materials as required. Support and assist the Programme Manager in the development of the organisation's PMO approach and systems.
3. Ensure that all projects under your control meet audit requirements.
4. Produce resourcing plans for all projects under your control and ensure that team members record their hours and any authorised spend correctly to ensure that budget allocation is clear, accurate and auditable.

5. Ensure that all projects under your control have the necessary project management discipline, which will include: robust risk management, change control, communication plans, Project Initiation Document, milestone plan and more detailed work breakdown charts. This not an exhaustive list.
6. Address and put in place remedial action where projects are under performing or suffering unmanaged “scope creep”
7. Provide the CEO and Programme Manager with high level oversight of your delivery plans and project status.
8. Write reports and provide charts and diagrams as required by the CEO and Programme Manager.
9. Lead by example and support your colleagues in delivering their projects.
10. Share and record learning from both internal projects and those with external partners. Ensure that end of project reviews take place in a timely fashion with an emphasis on a culture of learning rather than blame, particularly where a project may have been particularly challenging.

### **Project Activities**

11. Produce professional content for client and external project documentation, following our communications guidelines at all times.
12. For externally facing projects, maintain an active communications radar, particularly in respect of communications and updates, identifying opportunities for promotion and ongoing business development.
13. Produce well-crafted external project documentation including diagrams that succinctly presents technical and data aspects for non-technical audiences
14. Produce key internal project documentation and diagrams including data mapping, data flows diagrams,
15. Remain alert to the complexity of the range of healthcare stakeholders in IBD’s business and ensure that communication plans keep these stakeholders engaged.
16. Understand and work at all times within delegated levels of authority,
17. Be an active member of the Registry team, identifying opportunities for your own and team development.

18. Be a role model for professional working and positive change in a fast-moving environment.

### **Information Governance (IG) and Data Security (DS)**

19. Understand our IBD Registry Information Governance (IG) policies and procedures and ensure the effective incorporation of these across all projects

20. Ensure your projects are fully IG compliant

21. Raise and liaise with the SIRO on any elements of the project that relate to Information Governance or Data Security, and undertake any related work in strict adherence to the guidelines and instructions.

22. Model to staff at all times the rules set out in the guiding IG documents

### **Other**

23. Maintain an up to date awareness of Health and Safety legislation, demonstrated in safeguarding the actions of both yourself and others at all times

24. Be a role model and champion of professional working and change in a fast moving environment

25. 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.

26. Maintain appropriate records and logs as may be required (proactively suggesting if none) so that there is an identifiable and clear trail of information.

27. Deputise for the Programme Manager as may be required

28. Undertake any other duties as may be reasonably expected and are commensurate with the level of the post.

### **PERSON SPECIFICATION:**

#### **About your education**

- Strong academic record with a degree in a relevant subject (e.g. maths/science, information, technology), ideally with a further qualification in project or business management

#### **About you as a person**

- Organised, able to plan work and deliver to plan on time
- Methodical, organised and accurate, with attention to detail
- Excellent written and verbal communications skills
- Innovative and pro-active problem-solver
- Confident with using technology throughout our work
- Effective team player, responsive to feedback, keen to learn and grow
- Experience or understanding of inflammatory bowel disease

### **About your skills and experience**

- Experience of working in the health or pharmaceutical sector
- Demonstrable experience of delivering projects on time, preferably data or technically related projects
- Experience managing multi-stakeholder projects, ideally within a matrixed team structure, including involvement of external partners
- Demonstrable solutions skills in customer-facing data projects, including dataflow mapping, data modelling, client documentation
- Information governance and compliance, ideally in the field of confidential health data

### **SALARY AND OTHER DETAILS**

This is a permanent role initially for 1 year for **40 hours per week** (can be worked over 4 or 5 days/week) and offering a salary between **£30,000 - £35,000 FTE** (40 hours) depending on relevant skills and experience.

We make appointments at an initial salary level (90 or 95% of the proficient salary) or at the 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.

Our office is in Epsom, only minutes from the station in brand new offices in 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. For meetings with stakeholders travelling into London we are fortunate to have a base at the BSG or RCP, both overlooking Regent's Park and an easy 20 minute journey from Victoria.

## **OUR RECRUITMENT PROCESS**

During the COVID-19 restrictions, our interviews will be by Teams video call. We hold a multi-stage interview process (timetabled close together) including an initial interview, practical tests to be done offline, and a post test interview

Additionally, the successful applicant will be fully supported to work from home for the initial period where restrictions on non-essential travel are in place.

There is no fixed closing date for this role. We want to appoint quickly, and we will be shortlisting and inviting to interview on a rolling weekly basis **by the end of each week (Fridays)**. We will close the process when we have appointed a candidate. Our interview process will involve a combination of two Teams video calls and 2-3 practical relevant tasks done offline, to allow you to demonstrate your ability in relevant key areas. This also aligns with how we work, which is very focused on end results.

## **HOW TO APPLY**

To apply, all candidates are required to complete and submit our **Application Form**. This is an online application form that asks questions in four sections: about you; about your education; about your experience; and about your fit for the role. The application form is available on our website and also here:

<https://tinyurl.com/y5l4ad6l>

Please note that we will not accept applications that are just a generic CV and that 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](mailto: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 as soon as 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.*