

## **IBD REGISTRY TECHNICAL ASSISTANT**

### **ABOUT US**

There are approx. 500,000 people in the UK with inflammatory bowel disease (IBD), which be debilitating and difficult to manage and is still not well understood. Our mission is to provide better understanding of IBD 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're the largest repository of UK IBD data in the UK, but we're also a young and dynamic not-for-profit company founded just two years ago from a long-running project within the BSG (British Society of Gastroenterology). We're fast re-shaping the way we serve our clinical stakeholders and patients by harnessing the best of the technologies available to us collect data and deliver results, and we've tripled our size in just three years (and still growing). We are deeply involved in the fast-moving and exciting area of health data, and the technologies that underpin and transform that data. We're a small and highly collaborative team, but we work with the biggest: with hospitals, doctors and nurses across the UK; with drug studies and pharmaceutical industry, with the NHS, with key Universities. Although now independent, we are owned and governed by the BSG, the Royal College of Physicians and Crohn's & Colitis UK; all of which give us further strong and close working relationships.

### **ABOUT THE ROLE**

Our Technical Assistant role is a new fixed-term position in the IBD Registry to support our fast growth and ongoing technical transformation project. It is aimed at a pre-University or year-out student in software engineering or similar discipline, and is a go-everywhere technical role to support our data architecture and systems and data analysis teams in their transformation work.

This is a great opportunity for someone with the right background in computer or data systems with a demonstrated ability to learn to join a specialist and focused organisation working at the leading edge of health data. No two days are the same in this hands-on role that will give you exposure and experience across all aspects of our technical infrastructure, software development and data management architecture. You will also be exposed to the £5M project work in the curation, transformation and linkage of the IBD datasets required for the Hub with the Cambridge data specialists - a rare opportunity.

### **ABOUT YOU**

To be successful in this role you will have an excellent set of academic results at GCSE and A-level in computer science and numerate subjects and be looking to start, or be mid-way through, a Bachelor's degree in Computer Science, Software Engineering or similar.

You will have experience with systems and programming from your own interests and academic courses, including experience in procedural and object-oriented programming such as Java, C#, Python or Visual Basic. Ideally, you will have tackled challenges in systems configuration and administration.

You will enjoy solving technical and data challenges. You will have strong analytical skills, a good eye for detail, and demonstrate a liking to structure and organize things so that they make sense.

More information about our organisation can be found on our website: [www.ibdregistry.org.uk](http://www.ibdregistry.org.uk)

## **JOB TITLE**

Technical Assistant

## **REPORTING AND KEY RELATIONSHIPS**

The role reports to the Systems and Data Manager. The general technical nature of this role means that you will probably work with all teams in the organisation.

## **KEY RESPONSIBILITIES**

### **Supporting Data Architecture and Analysis**

- Working with the Data Architecture team, solve technical problems such as data quality routines (C#, Python, SQL) and dataflow through our Data Warehouse
- Working with the Data Analysis team, solve real-world data analysis problems such as hospital changes in data (Excel, SQL)
- Working as part of a cross-functional team, help with the data capture tools and corresponding databases on an ongoing basis, including cleaning and exporting data on authorised request
- Maintain and improve our client and server side data validation routines (Javascript, SQL, C#, regex) that ensure that data is validated at point of capture, or as close as possible, in a consistent manner across differing systems
- Support the client-facing teams in solving new data capture enquiries from NHS Trusts, including problem-solving technical issues unique to each Trust (e.g. uploading spreadsheets, integrating hospital systems)
- Develop testing processes and test data for full lifecycle data capture flow testing
- Develop routine and 'ad hoc' data reports from the data capture tools using our in-house tools, plus other methods and tools as may be approved
- Working with the data analysis team, support the technical development (including infrastructure) of their online clinical analytics platform (R, Shiny, OAuth)

### **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

### **Other**

- 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.
- 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:**

- Strong GCSEs and A-levels, and undertaking/about to undertake a Bachelor's degree in Computer Science, Software Engineering or similar

### **Experience in systems and data management**

- Proficiency in one or more procedural and object-oriented languages, such as c#, Java, Python, Visual Basic  
Experience or exposure to data management, such as SQL or similar
- Understanding of good systems, programming and data engineering patterns
- Demonstrable technical problem-solving approach, especially in sourcing appropriate technical tools and solutions, ideally with open source solutions
- Ideally, experience of development in a structured process, including use of Git for version control
- Practical understanding of advanced Excel to assist hospital users in local management of data
- 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

## **SALARY AND OTHER DETAILS**

This is a three-month fixed term role for 40 hours/week (if needed, could be 32 hours/week = 4 or 5 days/week) and offering a salary between **£18,000 FTE** (40 hours).

We offer 25 days paid holiday each year plus 8 Bank Holidays with holiday allowance increases by 1 day each completed year (all FTE, pro-rata for part time). We offer a pension contribution of 5% of your salary, together with flexible working and a move to a hybrid solution offering a proportion of home working.

We are currently reviewing our home/office working balance following our remote working experience during COVID-19 lockdown, and we expect to move to a hybrid model of remote

working with focused face-to-face meetings and workshops that optimally support business needs.

To support individual work-life balance choices, we are introducing a flexible approach to start/finish times, based around our core working hours of 0930-1630. Given the nature of our work with clinicians, there may be a requirement sometimes to work (remotely) outside of standard office hours 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.

## **OUR RECRUITMENT PROCESS**

During the COVID-19 restrictions, our interviews will be by Teams video call. 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 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 or by email from our Finance & Business Manager (see below)

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 employment. This document is subject to review on an on-going basis.*