Data Administrator
Health Sciences

Closing date: 7 December 2017
Interview date: 3 January 2017
Vacancy reference: 6221
INTRODUCTION

We have a vacancy in our data management support team for a data administrator who is experienced in data handling and providing a wide range of general data related administrative support.

You will work with the Data Management Team and researchers in the York Trials Unit, assisting with data handling and general data related administrative functions. You must be able to produce work to a high standard of accuracy, with a minimum of supervision and ideally demonstrate previous experience of working in a data driven role. Excellent attention to detail and interpersonal skills are essential as is the need to interact effectively with a wide range of staff.

The York Trials Unit is a multidisciplinary team, led by Professor David Torgerson, working in partnership with colleagues to undertake national, scientifically rigorous, randomised trials of the effectiveness and efficiency of existing or potential health care interventions in health care, education and crime and justice.

The Unit is also home to the Statistics and Methods Group. This group provides an informal forum for statisticians and epidemiologists to exchange ideas on the development of methodology, including measurement studies and clinical trial design.

The aim of the York Trials Unit is to:
- conduct rigorous trials
- provide academic leadership for rigorous trial design
- provide support to trials external to the Unit
- develop new trial methodologies
Main purpose of the role:
To carry out routine, established data handling and administrative processes in order to facilitate the smooth running of the Data Management Team within the York Trials Unit (YTU).

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

Responsible for:

- Responding professionally to enquiries, received on the telephone, in person or electronically.
- Providing straightforward advice and support to, or seek information from staff in the York Trials Unit and external collaborators.
- Providing administrative support to the data management and research teams by occasionally organising meetings, teleconferences and room bookings.
- Assisting in the preparation and production of a wide range of documentation using different electronic and paper based media, i.e. trial recruitment documentation including collating of site files and mailing out study information to potential and eligible trial participants and undertaking audio transcription if required.
- Inputting & extracting straightforward data and related information using databases and spreadsheets, and maintain an electronic and paper based filing system, i.e. logging the sending and receiving of Clinical Record Forms (CRFs) and filing study documentation.
- Quality assurance of data entered.
- Monitoring of study stationery supplies and administering a simple petty cash system.
- Making accurate and effective use of computerised office systems to create and revise documents, analyse data and communicate with colleagues and external customers i.e. scanning/verifying and checking study documentation. Answering the dedicated trial randomisation telephone line and accurately recording the data onto the Randomisation Database.
- Agreeing to undertake any internal/external training as required by the post holder, i.e Good Clinical Practice and Data Protection.
- Any other duties that fall within the scope of the role as allocated by the line manager following consultation with the role holder.

At a glance

| Salary | £18,263 - £21,585 a year, on Grade 3 of the University of York salary scale |
| Hours of work | Full-time, 37 hours per week, but full-time and part-time applications are welcome |
| Contract type | Fixed-term contract |
| Based at | University of York, York Trials Unit |

JOB DESCRIPTION

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## PERSON SPECIFICATION

### Qualifications

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
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<tr>
<td>Essential</td>
<td>A general education to include 5 GCSE passes at Grade C or above, or an equivalent educational qualification, or relevant experience</td>
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<td>Essential</td>
<td>Good IT literacy (e.g. RSA II)</td>
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### Knowledge

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<tr>
<td>Essential</td>
<td>MS Word, Excel, Access and a good general standard of computer literacy including email and the internet</td>
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<td>Essential</td>
<td>Data Protection Act and its main provisions; an understanding of the implications of the Act and how it should be applied to workplace situations.</td>
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<td>Essential</td>
<td>Knowledge and understanding of the routine practices and procedures used in a data office</td>
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<td>Desirable</td>
<td>Data protection training</td>
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<td>Desirable</td>
<td>Good Clinical Practice (GCP) training</td>
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### Skills, abilities and competencies

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<tr>
<td>Essential</td>
<td>Ability to make efficient and effective use of standard office computer systems including word-processing and spreadsheets</td>
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<td>Essential</td>
<td>Ability to effectively organise and prioritise own work and follow procedures, in order to produce work to a high standard, to required deadlines</td>
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<td>Essential</td>
<td>Ability to work independently to solve a range of straightforward problems relating to data administrative processes</td>
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<td>Essential</td>
<td>Ability to contribute to the preparation and production of information and study material</td>
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<td>Essential</td>
<td>Ability to input and extract data from databases and spreadsheets</td>
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<td>Essential</td>
<td>Ability to work independently or part of a team</td>
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### Experience

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<tr>
<td>Essential</td>
<td>Experience of working in a data driven environment preferably in a clinical setting</td>
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<td>Essential</td>
<td>Experience of taking an active part in a team, helping colleagues as required to ensure tasks are completed on time and to required standards</td>
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<tr>
<td>Essential</td>
<td>Experience of data entry</td>
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<td>Essential</td>
<td>Experience of providing advice on data administrative procedures to colleagues and external collaborators</td>
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### Personal attributes

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<tr>
<td>Essential</td>
<td>Good interpersonal and communication skills, both written and oral</td>
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<td>Essential</td>
<td>A willingness to show flexibility in order to meet deadlines and cover for staff absences</td>
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<td>Essential</td>
<td>Professional, helpful and friendly attitude</td>
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<td>Essential</td>
<td>A willingness to undertake relevant training</td>
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<td>Essential</td>
<td>Understand the need to work with close attention to detail and accuracy</td>
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The Department is located in modern, purpose-built accommodation on the University’s Heslington West Campus and includes 280 academics, teachers, researchers and support staff engaged in delivering research, professional development, education and training. Teaching and research programmes are underpinned by excellent administrative support systems for staff.

Our core aim is excellence in teaching and research, while contributing to improving health and healthcare through the application of our research to policy and practice. We are committed to having our teaching underpinned by our internationally renowned research. The University has an institutional research strategy [www.york.ac.uk/research/](http://www.york.ac.uk/research/) to which the Department contributes by developing strong and well-resourced research groups.

Our research is characterised by: interdisciplinary and international collaboration; a robust scientific foundation; and relevance for policy and practice. The Department organises its research activities around six core themes: mental health and addiction (Professor Simon Gilbody); trials and statistics (Professor David Torgerson); public health and society (Professor Kate Pickett); cancer epidemiology (Professor Eve Roman); cardiovascular health (Professor Patrick Doherty); and health services and policy (Professor Karen Bloor).

We have strong research and teaching links with the Hull York Medical School (HYMS), supported through a number of HYMS posts embedded our Department. We also have strong links with other centres and departments at York, including the Centre for Health Economics (CHE) and the Centre for Reviews and Dissemination (CRD), as well as other leading UK and international centres of applied health research.

Our research focus is supported by access to and innovative use of population data (including Department-led patient-based data systems), in addition to intervention studies conducted by the Department’s trials unit (York Trials Unit) and expertise in secondary data analysis, systematic reviewing and qualitative research. Academic disciplines represented in the Department include epidemiology, biostatistics, health economics, social policy, sociology and applied psychology. Our multi-disciplinary staff group also includes clinical academics involved in public health, primary care and mental health.

Our research rests on close partnerships with health and social care agencies and local and national government, in addition to various third sector organisations and international agencies, such as the World Health Organisation (WHO).

The Department has a strong culture of delivering research impact and in doing research that makes a difference. A key object of our research is to ensure our work has high visibility and impact with national and international audiences. This includes producing evidence which enables practitioners and policy makers to develop more effective interventions and
THE DEPARTMENT

gain insight into how social and economic context mediates
the experience of health and the provision of health care.

We are also concerned to develop more speculative and
theoretically-informed work critically evaluating the
underlying assumptions of policy and practice. To achieve
these impacts, we work closely with practitioners, policy
makers and other researchers to share knowledge and
disseminate our findings. We are equally committed to public
and civil engagement and in sustaining our partnerships with
third sector organisations and non-Government organisations.

In 2015/2016 the Department’s research related income was
over £6.8 million, with over 120 staff actively involved in
research. Funding comes from a number of sources including
the National Institute for Health Research (NIHR), the
Department of Health, the Economic and Social Research
Council (ESRC), Medical Research Council (MRC), the British
Heart Foundation (BHF), Cancer Research UK, Wellcome and
Bloodwise.

In the most recent assessment of research quality in the UK
(the 2014 Research Excellence Framework), the Department,
along with its partners, the Centre for Health Economics, the
Centre for Reviews and Dissemination and the Hull York
Medical School, was ranked 7th nationally in the subject area
of public health, health services and primary care. Members of
the Department also contributed to returns in Sociology
(ranked first) and Social Policy (ranked third).

Eighty three per cent of outputs submitted by our academic
staff members have been judged as world leading or
internationally excellent in terms of originality, significance
and rigour. Our impacts were also judged to be outstanding or
very considerable in terms of reach and significance. The
department was ranked equal first nationally for its research
environment and all aspects of our research environment was
judged to producing research of world-leading quality in
terms of vitality and sustainability.

Integral to our mission is career support, including doctoral
studentships and fellowships, as well as the supportive
management of those reaching the end of their research
contracts.

We currently have over 1000 enrolled students on our suite of
health professional education programmes enjoying the
highest standards of professional and academic training in a
lively and stimulating environment

At pre-registration level we offer a range of different
approaches to studying nursing. Our three year BSc nursing
programme spans all four fields of practice (Adult, Child,
Learning Disability and Mental Health). We also offer a fast
track route to registration for graduates wishing to undertake
nursing as a second degree. The Post Graduate Diploma
programme is a two year shortened programme for existing
graduates wishing to undertake a pre-registration nursing
programme in either Adult or Mental Health. We have also
developed a 4 year Integrated Masters option for candidates
wishing to register as either Adult or Mental Health nurses
with a special interest in community and primary care.

We are a highly regarded provider of nurse education
achieving status as number one in England for Nursing (2014)
by The Guardian League Table. A number of our nursing
students have been nominated for and won prestigious
Student Nursing Times awards during their pre-registration
studies with us. Department of Health Sciences has an
international reputation in the area of evidence based practice
and teaching across our professional programmes is
specifically designed to allow candidates to apply this
knowledge to clinical practice.

In terms of Midwifery we also offer a small BA (Midwifery)
programme which is one of the most oversubscribed and
popular programmes of its kind in the UK. This programme
has a strong interpersonal caring focus and has achieved
prestigious accreditation with UNICEF for being 'Baby
Friendly'.

Our Continuing Professional Development (CPD) / Specialist
Skills Post Registration Development (SSPRD) programmes
are designed to allow existing registrants to top up their
clinical nursing skills in line with local and national health
priorities such as long term conditions management, advanced
nursing practice and primary care. On these programmes
students balance part time study with work applying new
knowledge to practice with the aim of enhancing patient care.

The content and delivery of our programmes is developed in
partnership with local employers and is specifically designed
to meet strategic workforce need locally and nationally. We
have excellent relationships with our partner organisations
across North Yorkshire in the NHS, not for profit and private
healthcare sectors. Our graduates seeking work at the end of
the programme achieve close to 100% employment within six
months of qualifying and are held in high regard by employers
locally and nationally. Each year a number of our graduates
choose to take up employment in prestigious national
teaching hospitals such as Addenbrookes Hospital in
Cambridge, The Christie Hospital in Manchester, Great
Ormond Street Hospital in London and The Maudsley
Hospital.

We currently have over 200 postgraduate students in our
Graduate School which provides a vibrant, multidisciplinary
learning environment. We offer a diverse range of full- and
part-time taught and research-based postgraduate degrees
designed for those wishing to develop and follow a career in
public health, health services research and other health-
related areas.

With respect to the taught programmes available, we have a Master in Public Health which runs in association with the Hull York Medical School, is suitable for students from a wide variety of disciplines who wish to pursue careers as public health practitioners or work in governmental or non-governmental organisations, both in the UK and overseas. The Department also offers an MSc in Applied Health Research which is particularly relevant for science and social science graduates interested in a career in health services research and health professionals who wish to develop their research skills. Many students from both programmes go on to complete PhD studies. In addition, we run an on-line MSc in International Humanitarian Affairs which allows field practitioners to engage with, and explore the fast-changing, contemporary debates over the theory, policy and practice of humanitarian affairs.

Our PhD students are embedded in one of our research groups and have the flexibility to tailor their studies to pursue their own research interests, and a bespoke training programme is designed in conjunction with the supervisory team to support the development of essential subject-specific and transferable skills for their future careers.

For more details about the Department of Health Sciences and our teaching and research activities please visit our website: http://www.york.ac.uk/healthsciences/
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6221
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 7 December 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to val.wadsworth@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835