Data Manager

Department: Health Sciences

Hours of work: 37 hours per week (1.0 FTE) with part time options considered (minimum 0.8)

Contract type: Fixed term until 30 June 2027

Salary: £34,308 - £42,155 per year (Reduced for part time working)
Main purpose of the role

The Epidemiology & Cancer Statistics Group, which is based in the Department of Health Sciences (ECSG: www.ecsg.york.ac.uk) is looking for an enthusiastic person to work as part of our multi-disciplinary team on the newly formed Cancer Research UK and Blood Cancer UK funded biobank for children and young people with cancer. This is an exciting project, which will also involve working in partnership with collaborators from other organisations including Newcastle University, Bristol Royal Hospital for Children and UK Biocentre.

ECSG comprises of researchers, data managers, study nurses, research administrators and IT professionals specialising in population-based research in haematological cancers. Since 2003 we have overseen the data management of the successful leukaemia biobank for children (https://cellbank.org.uk/) and we are now merging with our sister bank (https://www.cclg.org.uk/tissue-bank) to form one central biobank.

As part of this initiative we will be expanding the collection and linkage of clinical, genetic and outcome data and are looking for an experienced data manager to assist with these processes alongside managing sample tracking via a Laboratory Information Management System.

Key responsibilities

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

1. **Role Specific Responsibilities**
   - To work as part of the team overseeing the data management for the newly merged biobank
   - To assist with the consolidation of the two databases of the current tissue banks to form one centralised database
   - To help with the management and development of the Laboratory Information Management System
   - To handle clinical, genetic and outcome data including information derived from national routine data, such as datasets held by organisations like NHS Digital (https://digital.nhs.uk/data)
   - To assist with requests around sample availability from researchers applying to the bank

2. **University of York Responsibilities for Grade 6**

   **Service and Operational Delivery**
   - Oversee a responsive and proactive support service to ensure service expectations are met.
   - Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
   - Contribute to operational leadership teams and decision making to shape the nature and level of support services.
   - Implement changes to the design and development of a service.
   - Accountable for delivery of a service within a defined area or defined responsibilities.
   - Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
   - Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
   - Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.
Continuous Improvement

- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills for self and others.
- Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution

- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
• Plan and manage longer term programmes of work, monitoring progress as required.
• Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.

**Condition of Employment**

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form. Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.
# Person specification

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<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Ability to manage complex longitudinal data derived from sample management, clinical and genetic data</td>
<td>Essential</td>
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<tr>
<td>Experience of working with software packages such as SQL Server Management Studio and SQL Server Integration Services</td>
<td>Essential</td>
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<tr>
<td>Work in accordance with the Research Governance Framework, the Data Protection Act and the General Data Protection Regulation (GDPR)</td>
<td>Essential</td>
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<tr>
<td>Ability to work as part of a team and also to work independently using own initiative</td>
<td>Essential</td>
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<tr>
<td>Experience using C# or VB.NET, JavaScript, and with XML/JSON</td>
<td>Desirable</td>
</tr>
<tr>
<td>Knowledge of clinical/genetic data and routine national data such as cancer registry data</td>
<td>Desirable</td>
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## University of York Person Specification for Grade 6

### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

### Skills - demonstrates the ability to:

- Lead projects                                                                 | Essential              |
- Gather, analyse, interpret and report complex data/information                | Essential              |
- Use digital technologies including Google applications and/or Microsoft Office | Essential              |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential              |

### Behaviours:

- Works collaboratively with others                                             | Essential              |
- Delivers a quality service                                                    | Essential              |
- Develops self and others                                                      | Essential              |
- Actively champions respect, inclusivity, equality and diversity               | Essential              |
<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Identifies and implements continuous improvement</th>
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<td>Essential</td>
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