

Post Details		Last Updated: 13/-2/2023	
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences		
Job Title	Biomedical Data Manager		
Job Family	Professional Services	Job Level	4
Responsible to	Professor of Health and Biomedical Informatics		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<p>To accurately and efficiently manage the use of UK Biobank and biomedical data from other third parties to support the activities of the Faculty and a new MSc programme in Health and Biomedical Informatics. The post holder will support and enable academic users and students to access these data, as well as support use of software in compliance with Standard Operating Procedures (SOPs), laws and external data management guidelines.</p>			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. The post holder will work with limited guidance, and operate under general instructions from the Professor in Health and Biomedical Informatics, as well as business operations leads. They will support the MSc in Health and Biomedical Informatics programme to ensure that data management activities are conducted to the highest scientific, ethical and regulatory standards. 2. The post holder will take a proactive and customer services-based approach to meet the data needs of academic and student users. They will act as the gatekeeper for access to third party biomedical data and will support students and staff to access these data platforms in a manageable manner. 3. The post holder will use their technical expertise to support students to install course software, such as R environment, Cytoscape and others, and use clear communication skills to provide user training when needed. 4. They will act as the main point of contact for external data suppliers, such as the UK Biobank Research Analysis Platform and oversee the use and dissemination of access and data of this data for the programme and Faculty. 5. They will be responsible for contributing to the design and development of study databases and undertaking, and/or supporting study-specific teams to undertake, routine data management tasks. 6. They will ensure dissertation supervisors have sight of the data being used for projects and enable these staff to include their own data within project, and securely share these with students. 7. They will implement and promote data management best practice and adherence to regulatory requirements, standardisation and GDPR principles. They will be responsible for ensuring that data is managed effectively and according to the appropriate SOPs, laws and external data management and access guidelines. 8. The post holder will provide advice and solutions for a wide range of user problems or requests. They will use their existing knowledge and experience to update internal delivery processes, proactively identify additional requirements and liaise with the academic and business operations leads to achieve these changes. 9. They will utilise existing databases (provided by third parties) to create study and research specific data. However, they will have the freedom to initiate methods of handling data when presented with new types of data. In these instances, the post holder will proactively decide exactly how the data is managed, based on their judgement, technical expertise and prior experience. 10. As and when required they will create, test and implement new SOPs and internal processes to ensure internal users are able to access appropriate data. 11. They will analyse how new data should be processed and validate and carry out quality checks to ensure programs work correctly to maintain the integrity of the scientific data. 			
N.B. The above list is not exhaustive.			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- This role is very much about the successful co-ordination of data dissemination activities and the delivery of effective SOPs and internal protocols that will enable academic users and students to access key data easily and effectively.
- The post-holder will effectively manage and organise their time and data management requirements of the MSc in Health and Biomedical Informatics programme, to deliver efficient and user-friendly access for academic users and students. The post-holder will be able to manage multiple priorities to deliver their work in a timely manner and by any designated project deadlines.
- They will proactively seek to understand and integrate Faculty and University best practice into the planning and delivery of their work.
- The post-holder holds responsibility for ensuring health and biomedical data sets are effectively managed and distributed, as such it is expected that they will take a project drive approach to developing, testing and implementing new or updated internal processes and SOPs to achieve this.

Problem Solving and Decision Making

- The post-holder must operate in a proactive and independent manner, taking ownership of tasks and managing and responding to the shifting priorities of the MSc in Health and Biomedical Informatics programme and wider Faculty. They have the freedom to decide how to achieve end results, generally based on their own judgment and experience. The post-holder will work largely independently, but may on occasion be required to work as part of a wider team.
- Success in this role is heavily dependent on building strong relationships across the Faculty and externally, as the post-holder has full responsibility and accountability for managing access to these key data sets. They are required to demonstrate high level communication and diplomacy skills, dealing with issues that arise across a wide range of topics and must be able to follow these up professionally, clearly and confidentially.
- The post-holder will take a proactive and supportive approach in collaborating with colleagues on the exact presentation of the data, using their system and data knowledge to maintain the integrity of the data and comply with the SOP, whilst still providing these colleagues with valuable and accurate data.
- The post-holder will be responsible for processing, preparing and effectively disseminating key data internally. The appropriate course of action will usually be a matter of choice, influenced by the application of established procedures and precedents and their previous experience/exposure to similar problems. However, they are also expected to exercise discretion and judgement when addressing and resolving these problems or issues. Proactive problem solving, creativity and lateral thinking are therefore a key element of this role.
- The post holder must be able to provide to the Faculty, when requested, documentation on their data management procedures and SOPs and be able to effectively explain and defend those procedures.
- The post holder will provide advice and solutions for a wide range of user problems or requests. They will use their existing knowledge and experience to update internal delivery processes, proactively identify additional requirements and liaise with the academic and business operations leads to achieve these changes. They are required to identify and address the majority of problems/issues faced with minimal guidance; however, more complex problems should be referred up, either for advice/guidance or for resolution. Within their role, the post holder is held accountable for the accuracy and integrity of the data.
- The post-holder will be privy to highly confidential information, they are expected at all times to exercise complete discretion in respect of the confidentiality and sensitivity of the information handled within the Faculty and programme.

Continuous Improvement

- The post holder is required to suggest improvements or developments to current working practices and SOPs in order to ensure the smooth running of the service they provide and to implement these, after consultation with Faculty operational leads. This may involve managing small projects which are aimed at improving the efficiency of operations.

Accountability

- The post-holder is expected to provide advice and solutions to routine day-to-day problems within the specialist area in which they are familiar. Resolution for these issues will usually be found through referring to their previous experience of similar problems or through making reference to well-established policies, processes and procedures and applying them.
- The post holder is expected to support the academic colleagues, students and PGRs in the performance of their duties. They will also provide advice to other staff members with regard to specific aspects of these data management procedures.
- They are expected to use initiative and judgement to address and resolve more complicated problems and issues, referring only the most complex or those issues outside of the remit of their role to their line manager. The post-holder is however, expected to have a degree of involvement in finding and implementing resolutions in this case. The post-holder may be required to suggest improvements or developments to current working practices in order to ensure the smooth running of the service they provide.

Dimensions of the role

- The post-holder will take responsibility for the day-to-day management and dissemination of health and biomedical research data access for academic users and students.
- They will liaise, communicate and build relationships with senior and immediate colleagues in the Faculty, and external suppliers.
- They will be required to attend internal and external meetings.
- As required the post holder will support wider faculty projects, initiatives, and operations.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Professionally qualified with a relevant degree/postgraduate qualification, plus broad relevant experience in a similar or related role.

OR

Significant vocational and relevant experience, demonstrating success in similar or related roles, supported by evidence of significant appropriate specialist knowledge.

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

Previous experience of working with complex databases and software.

E

3

Scripting skills (e.g. T-SQL, BASH, Python, PowerShell).

E

3

Good working knowledge of MS Office, including Word, Excel, Outlook and PowerPoint.

E

3

Evidence of effective verbal and written communication skills and excellent inter-personal skills.

E

3

Knowledge and experience in developing and implementing policies and procedures for effective data handling, and access.

E

3

Relevant experience of working with health or clinical data, or other highly sensitive data.

D

2

Knowledge and experience in developing, establishing, managing and maintaining processes and systems for the collection data.

D

2

Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others.

D

3

Experience of the Higher Education Sector.

D

n/a

Experience in providing guidance and training for team members and/or students.

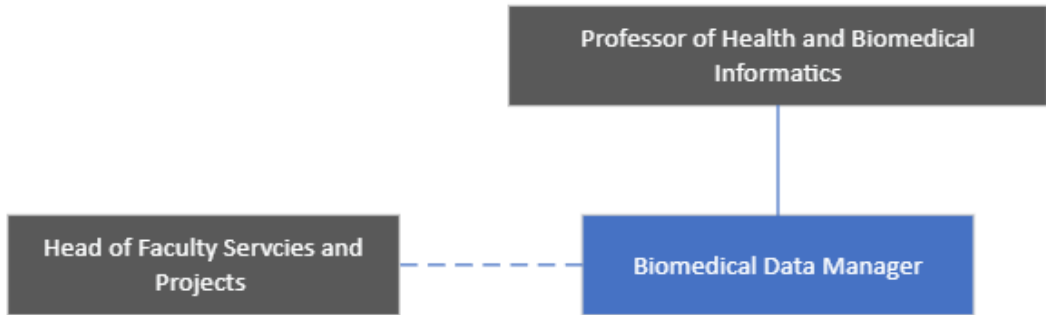
D

n/a

Special Requirements:

**Essential/
Desirable**

N/A

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3
Communication Adaptability / Flexibility Customer/Client service and support Planning and Organising Continuous Improvement Problem Solving and Decision Making Skills Managing and Developing Performance Creative and Analytical Thinking Influencing, Diplomacy, Persuasion and Negotiation Skills Strategic Thinking & Leadership	3 3 3 3 2 3 3 3 3
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>	
Organisational/Departmental Information & Key Relationships	
<p><u>Department Structure Chart</u></p>  <pre> graph TD A[Professor of Health and Biomedical Informatics] --- B[Biomedical Data Manager] B -.- C[Head of Faculty Services and Projects] </pre>	
<p><u>Relationships</u></p> <p>The post-holder will work closely with students and academic stakeholders. They will have frequent contact with the Professor of Health and Biomedical Informatics and Faculty operational managers to deliver their duties. External relationships will also be extremely important and will involve contact with software and data suppliers.</p>	