|  |  |
| --- | --- |
| Job Description |  |
| HDR UK London Chief Operations Officer |  |
| Department: UCL Institute of Health Informatics | Grade: 10 |
| Location: 222 Euston Road, London, NW1 2DA | Hours: 1 FTE |
| Deadline: TBC | Tenure: Open-ended contract with a grant end date of until 31 March 2023 |

#### Reports to:

**LONDON’S GLOBAL UNIVERSITY**

Professor Harry Hemingway, HDR London Site Director

#### Context

Health Data Research UK is the new national institute for data science for health, which is being established in 2018 with long term (10 year+) funding support from research councils, UKRI, charitable and governmental research funders. The mission of HDR UK is drive improvements in the health tripartite of patients and populations through research at regional and national scale which spans discovery of disease mechanisms, through (i) precision medicine and trials to public health. (ii) developing training and capacity opportunities and (iii) establishing platforms and underlying infrastructure to enable research at national scale.

To deliver this mission, the 5 major London universities - UCL (coordinating), Imperial College London, King’s College London, London School of Hygiene and Tropical Medicine, and Queen Mary University of London - came together as a pan London Site. The terms of this partnership are set out in the Site Agreement. The London Site is the largest of the six UK Sites which include Cambridge including the Sanger and European Bioinformatics Institute, Oxford, the Midlands, Scotland and Wales/Northern Ireland). This is the first time that these universities across London have partnered in a major long term biomedical research initiative, and this partnership is already positively influencing decisions about further funding. Beyond the initial grant award there are already multiple, mulit-million pound funding initiatives involving HDR UK London. Site Agreements are in place which establish the roles and responsibilities of each of the 5 universities in HDR UK London, the Site Director and Associate Directors, in relation to the Institute Director (Andrew Morris) and the Board of HDR UK.

#### Main purpose of the job

This is an exciting opportunity to develop and deliver operations of the new pan London HDR UK site. The Chief Operations Officer (COO) in HDR UK London will be accountable for the operational delivery of all aspects of the Site including operational support for delivering the HDRUK objectives for outstanding partnership science, training and capacity development, and stakeholder engagement in order to advance the pan London site’s profile on the national and global stage. The appointee will be responsible for establishing appropriate mechanisms for working with and across the 5 partner London universities to deliver the HDR UK mission in relation to organisation, governance, finance, HR, project management and communications and for preparing for annual reports and quinquennial reviews of HDR UK.

#### Main Working Relationships

The main working relationships span

* the HDR UK London Director (Professor Harry Hemingway, UCL), and Associate Directors at other partner universities: Professor Paul Elliott (Imperial), Professor Tim Hubbard (KCL), Professor Sinead Langan (LSHTM), Professor David van Heel (QMUL)
* the HDR UK London Director of Training and respective training leads at all partner universities in HDR UK London
* professional support services including the part time HDR UK London Officers,.HR,finance, legal and research contracting at partner universities in HDR UK London
* the 5 (other) national Sites in HDR UK and their investigators (via each Site Director)
* the HDR UK Institute Director (Professor Andrew Morris) and core HDR UK team (e.g. COO, Chief Technology Officer
* the lead of the Digital Innovation Hubs, and Local Health Care Record Exemplars
* the HDR UK London Officers at UCL, Imperial, KCL, LSHTM and QMUL

#### Duties and responsibilities

As a member of the London Directors Group and with management responsibilities of the Site Administrative Team the COO will:

***Operational Leadership***

* Lead on establishing an **organisational framework** for HDR UK London that aligns with, and can facilitate working across the constituent academic institutions involved
* Embed an **agile** change capability focused on leadership/sponsorship and ensuring the organisation is equipped to respond to rapidly changing funding environment.
* Support the HDR UK London Director of Training and training leads across partner universities to deliver training strategy for HDR London, including supporting national efforts to redefine career pathways for technical specialists.
* Lead the establishment of systems for **project management** of research and other activities which draw on existing systems and meet the needs of HDR UK.
* Work with the HDR UK London Directors in identifying metrics aligned with the short, medium and long-term **strategic goals and be responsible for preparing and supporting annual, periodic and five year reviews**.
* Lead the establishment of systems for the efficient identification and attribution of **emerging research** findings from pre-publication, through publication and wider dissemination phases to a wide range of audiences.
* Ensure that HDR UK research systems for **Information Governance,** Data Security and privacy, meet legal, regulatory and institutional requirements.
* Lead establishment of effective **communications** using existing systems across the 5 research organisations for research, capacity development, partnerships and public engagement.
* Actively encourage and support the establishment and development of an effective culture that fosters continuous innovation in meeting the HDR UK mission.

***Management***

* Lead the effective delivery of operational activities.
* Once the systems (above) are established to take overall managerial responsibility for all non-scientific operations.
* Advise and support the HDR UK London Directors in the leadership and management of HDR UK London, and in making efficient and effective use of all resources.
* Develop continuous improvement systems within the operational functions of the HDR UK London Site. Foster partnership working within the London Site, while enhancing autonomy and self-reliance, across all partners at a team and individual level.
* Proactively lead, manage, mentor and develop staff under his/her responsibility, using a supportive and collaborative approach, monitoring and evaluating results.
* Ensure and develop effective internal and external management communications including website?
* Lead the management in all aspects of the technical, business support and infrastructure activities.

***Finance, Compliance and Governance***

* Be responsible for establishing the internal governance structures and reporting of Director/Executive meetings and any operational groups and risk register for HDR UK London and associated reporting to HDR UK central team as well as the London AHSC (chaired by Sir Robert Lechler)
* Lead **financial planning** across multiple public and private sources of income, against strategic goals.
* Coordinate the **research contractual** agreements and relationships with other research organisations, funders and external stakeholders.
* Lead financial aspects of **new funding bids** for HDR UK London Site.
* Working with institutional support bodies including translational and business support offices to coordinate the stragegy of engagement with **industry and SME partners**, including Intellectual Property.
* Working with institutional support bodies (TRO, UCL Innovation and Entreprise, UCLP, UCLC, UCLB, Legal Services, and Research Services) to support the establishment of models of **business development**, including potential spin outs and commercial exploitation of assets and expertise.
* **Manage** overall budgetary resources, including planning, monitoring and reporting, in line with funders’ and UCL’s policies and reporting timeframes and the Site Agreement.

**Partnership and Communications**

* Represent HDR UK London at senior level at London and national levels. This will include deputising for the HDR UK London Directors if required.
* Ensure that London is effectively represented at the HDR UK Board, and the UK Senior Scientific Leadership Committee Committee serving as required.
* Develop and maintain a collaborative, cooperative culture between research groups across HDR UK London network and administrative and operational activities.
* Any other duties appropriate to the grade of the role as required by HDR UK London Directors.

#### Background information

Launched in February 2018, HDR UK is the new national institute for data science for health. HDR UK is funded initially with £54m by a partnership of 9 funders including MRC, EPSRC, ESRC, BHF, NIHR, Wellcome Trust and the governement offices of Scotland, Wales and Northern Ireland. HDR UK has four priority areas: actionable analytics including EHR phenotyping and AI, multi-omics and precision medicine, randomised trials and public health.

***UCL***

UCL established the Institute of Health Informatics (IHI) in August 2014 in the Faculty of Population Health Sciences, under the leadership of Professor Harry Hemingway. The aim of IHI is to conduct high quality research that leverages big data and health and bioinformatics approaches to improve health at local, national and international levels. Our cutting edge programmes of research span the areas of Discovery Science, Precision Medicine, Learning Health Systems, Public Health and Citizen Driven Health.

The Faculty of Population Health Sciences has established itself as UCL’s largest research-based faculty, encompassing seven institutes. UCL School of Life and Medical Sciences (SLMS) brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences. The School has a global reputation for teaching informed by cutting-edge research. A full profile of the School can be found at: <http://www.ucl.ac.uk/slms/about-us>.

***Imperial College London***

Imperial College London is the UK’s only university focussed entirely on science, engineering, medicine and business. Its mission to achieve enduring excellence in all its activities for the benefit of society.

***King's College London***

King's College London is one of England's oldest and most prestigious universities, a multi-faculty research-led institution based in the heart of London. King’s has a long tradition of and commitment to ‘service to society’.

***The London School of Hygiene & Tropical Medicine***

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Its mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

***Queen Mary University of London***

This sits within Barts and The London School of Medicine and Dentistry, part of Queen Mary University of London. They are a leading medical and dental school that offers international levels of excellence in research and teaching as well as providing clinical service for a population of unrivalled ethnic diversity in east London and the wider Thames Gateway. Further information can be found at [www.smd.qmul.ac.uk](http://www.smd.qmul.ac.uk). In the 2014 REF, the Medical School is ranked 7th in Clinical Medicine with 90% of research rated as 3\*+ 4\* in the overall power ranking for these unit of assessments. In Clinical Medicine, QMUL was ranked 4th nationally for quality of outputs.

# Person specification

| Criteria | Essential or Desirable |
| --- | --- |
| **Qualifications** |  |
| Qualification or significant equivalent experience as a Change Management Practitioner, DSDM Agile Practitioner, or Managing Successful Programmes Practitioner | Essential |
| First or post-graduate degree in related discipline relevant to data science, health or biomedicine | Desirable |
| **Skills, experience and knowledge** |  |
| Proven leadership experience with scuccessful delivery of full life cycle projects across a complex and challenging stakeholder environment to direct engagement activities | Essential |
| Experience of establishing and leading operations across a matrix organisation or complex programme | Essential |
| Experience of successfully leading a transformational change project including setting up new organisations or new ways of working | Essential |
| Demonstrable experience of working with, and influencing, senior stakeholders in multi-organisational partnerships | Essential |
| Ability to act as a public speaker with extensive experience of presenting to, and managing, challenging audiences | Essential |
| Experience of building and maintaining a network of senior stakeholders across different public and industry sector organisations | Essential |
| Successful line management and development of staff with proven team leadership and motivational skills | Essential |
| Knowledge and understanding of equality and diversity policies for public sector and experience in delivering and promoting these in all aspects of HDR UK London operations | Essential |
| Proven track record of successful complex budget management | Essential |
| Experience of successfully delivering strategic complex projects on time and within budget | Essential |
| Knowledge and understanding of the importance of information governance and public trust in data intensive health research | Essential |
| Proven development of successful partnership in health and biomedicine across university, NHS and/or industrial sectors | Desirable |
| Knowledge and understanding of national priorities in relation to emerging role of data science, algorithms and AI in biomedical research | Desirable |
| Proven experience of strategy and policy development | Desirable |
| **Other** |  |
| Commitment to UCL’s policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background | Essential |
| Ability to exercise tact and discretion and display a professional attitude towards colleagues, students and others | Essential |
| Promote UCL’s values and corporate objectives to colleagues and externally to UCL | Essential |

# Apply

|  |
| --- |
| To apply for this position visit:ucl.ac.uk/jobs however if you are having difficulty accessing the on-line recruitment system please contact Dr Wing-Chau Tung ([w.tung@ucl.ac.uk](mailto:w.tung@ucl.ac.uk)) for advice.  Informal enquiries: If you wish to discuss the posts informally, please contact Professor Harry Hemingway, email: [h.hemingway@ucl.ac.uk](mailto:h.hemingway@ucl.ac.uk). |