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| Last updated: | <09 March 2020> |

**JOB DESCRIPTION**

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| Post title: | **Head of Centre for Healthcare Analytics** |
| School/Department: | Southampton Business School |
| Faculty: | Faculty of Social Sciences |
| Career Pathway: | ERE (Enterprise led) | Level: | 6 |
| Posts responsible to: | Head of the Department of Decision Analytics and Risk |
| Posts responsible for: | None |
| Post base: | Office-based (Highfield)  |

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| Job purpose |
| The Centre for Healthcare Analytics is a new initiative that builds on the established reputation of the Centre for Operational Research, Management Science and Information Systems (CORMSIS) for healthcare modelling. Using a similar approach to CORMSIS, the Centre will promote collaboration between the University and the healthcare sector in the specific areas of analytics and data science, through research, consultancy and student projects.The purpose of this role is twofold. Firstly, leading the development of the Centre and promoting its activities; and also, providing support and expert advice to academic staff and students through the whole project lifecycle, from bid writing through to dissemination of results. Secondly, business development: building relationships with a range of external organisations in the healthcare sector in order to source potential projects and find partners for grant applications.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | Develop relationships with, and source projects from, external organisations in the healthcare sector | 35 % |
|  | Lead the development of the Centre; establish and sustain its national and international reputation by coordinating and promoting its activities, including the dissemination of findings through its website, workshops, seminars, workshops, press releases and social media  | 30 % |
|  | Lead or assist with research grant applications; advise and support academic staff with issues relating to data acquisition, information governance, ethics and data sharing agreements; develop own research skills | 20 % |
|  | Undertake student project supervision and engage with students to promote their employability, as required | 10 % |
|  | Coordinate, grow and maintain links between the Business School and the School of Health Sciences, especially within the NIHR Applied Research Collaborative (ARC) Wessex | 5 % |

| Internal and external relationships |
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| Internal: Head of the Department of Decision Analytics and Risk (DAR); Director of the NIHR ARC Wessex; Heads of School, staff and students in Health Sciences and DAR; staff and students in Mathematics and other parts of the university with expertise in the areas of data science and analytics; the two CORMSIS Industrial Liaison Officers; relevant staff in Research & Innovation Services, Finance and other Professional ServicesExternal: organisations and companies in the health and social care sector: e.g. NHS Trusts and other NHS organisations, especially those that are partners in the NIHR ARC Wessex; Government departments, agencies and NGOs; health charities and other third sector organisations; private healthcare providers, Local Authorities, health technology companies, etc |

| Special Requirements |
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| The post-holder will be expected to be available to visit external partner sites, and to work flexibly as required to meet project deadlines.  |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Phd or equivalent professional qualification in either a quantitative or a healthcare-related discipline Significant experience of working in the healthcare sectorExperience at a senior level in undertaking and managing projectsKnowledge of governance issues when working with health data | Higher degree or equivalent professional qualification in either a quantitative or a healthcare-related disciplineSignificant experience of working in the NHS Knowledge of analyticsKnowledge of the HE sector | Application, interview and certificates |
| Planning and organising | Proven ability to plan and shape the direction of a new initiative or activity Ability to define implementation plans for self and others, and ensure performance to time lines | Experience of organising large workshops, conferences or similar events | Application and interview  |
| Problem solving and initiative | Ability to work independently and develop own networksAbility to scope projects, bearing in mind potentially differing needs of a range of stakeholder organizations | Able to develop solutions that align the (potentially conflicting) objectives of different stakeholders | Interview  |
| Management and teamwork | Proven ability to lead a teamWork effectively with team members, understanding the strengths and weaknesses of others to help teamwork development | Effectively manage issues that arise when working in interdisciplinary or cross-organisational teamsExperience of working with expert advisors on projects | Application, interview and references |
| Communicating and influencing | Excellent oral and written communication skills with a wide range of people from different backgroundsAble to persuade and influence at all levels in order to foster and maintain relationships Able to develop and lead communications strategies | Excellent negotiation skillsExperience in bid writing and/or contract negotiations | Application and interview  |
| Other skills and behaviours | Compliance with relevant Health & Safety issuesIT skills – Excel, Word Able to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours. See Appendix 1 | Expertise in specialist software for data handling and managementAble to provide expert guidance to academics in the areas of NHS data acquisition, information governance, ethics and data sharing agreements | Interview and references |
| Special requirements | Able to visit external partner sites and work flexibly when required |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  | n/a | n/a | n/a |
| Extremes of temperature (eg: fridge/ furnace) | n/a | n/a | n/a |
| ## Potential for exposure to body fluids | n/a | n/a | n/a |
| ## Noise (greater than 80 dba - 8 hrs twa) | n/a | n/a | n/a |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | n/a | n/a | n/a |
| Frequent hand washing | n/a | n/a | n/a |
| Ionising radiation  | n/a | n/a | n/a |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  | n/a | n/a | n/a |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  | n/a | n/a | n/a |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | n/a | n/a | n/a |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  | n/a | n/a | n/a |
| **PHYSICAL ABILITIES** |
| Load manual handling | n/a | n/a | n/a |
| Repetitive crouching/kneeling/stooping | n/a | n/a | n/a |
| Repetitive pulling/pushing | n/a | n/a | n/a |
| Repetitive lifting | n/a | n/a | n/a |
| Standing for prolonged periods | n/a | n/a | n/a |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | n/a | n/a | n/a |
| Fine motor grips (eg: pipetting) | n/a | n/a | n/a |
| Gross motor grips | n/a | n/a | n/a |
| Repetitive reaching below shoulder height | n/a | n/a | n/a |
| Repetitive reaching at shoulder height | n/a | n/a | n/a |
| Repetitive reaching above shoulder height | n/a | n/a | n/a |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public | n/a | n/a | n/a |
| Lone working | n/a | n/a | n/a |
| ## Shift work/night work/on call duties  | n/a | n/a | n/a |

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

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| **All staff** | **Behaviour** |
| **Personal Leadership** | I take personal responsibility for my own actions and an active approach towards my development |
| I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly |
| I show pride, passion and enthusiasm for our University community |
| I demonstrate respect and build trust with an open and honest approach |
|   |   |
| **Working Together**  | I work collaboratively and build productive relationships across our University and beyond |
| I actively listen to others and communicate clearly and appropriately with everyone |
| I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes |
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| **Developing Others** | I help to create an environment that engages and motivates others |
| I take time to support and enable people to be the best they can |
| I recognise and value others’ achievements, give praise and celebrate their success |
| I deliver balanced feedback to enable others to improve their contribution  |
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| **Delivering Quality** | I identify opportunities and take action to be simply better |
| I plan and prioritise efficiently and effectively, taking account of people, processes and resources |
| I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion |
| I encourage creativity and innovation to deliver workable solutions |
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| **Driving Sustainability** | I consider the impact on people before taking decisions or actions that may affect them |
| I embrace, enable and embed change effectively  |
| I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward |
| I take time to understand our University vision and direction and communicate this to others |