

UK Kidney Association Job description

Job Title:	Deputy Director of Informatics Research
Department/section:	UKKA Chief Executive
Reports to:	Director of Informatics Research

General information

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association is the leading professional body for the UK renal community. We welcome members working in clinical renal care, treating and caring for people with kidney disease, and those working in research, or related sciences and fields.

The UK Renal Registry is the part of the UK Kidney Association responsible for the collection, analysis, management and development of a high quality clinical renal database. We use data submitted from the 71 adult and 13 paediatric renal centres across the country to create the database. The information, in the form of data and reports, is a shared resource used to develop research into kidney disease to improve the quality of care for renal patients.

Job Purpose

The Deputy Director of Research will support the operational lead for informatics research (Director of Informatics Research). The postholder will facilitate the development of quality research, provide excellent and appropriate support and drive improvements in all aspects of research.

The post holder will help drive the development of epidemiological and big data research within the UKKA and support the development of trainees and renal scientists. They will establish effective relationships with key stakeholders, including the UKKA board of trustees, UKKA members, leading researchers, the Academic Affairs Committee, universities, NHS trusts, NHS England (NHSE) and the Department of Health, relevant health agencies, Kidney Research UK and the UKKRC in which the UKKA is a member of the tripartite structure and other research institutions.

This job is primarily concerned with operational delivery of the already funded research portfolio at the UKKA, and to support the Director in Informatics Research in staff management and activities. A key purpose is to increase the number of researchers and their diversity and make maximum use of the UKKA data to the benefit of the whole renal community.

Key Working Relationships

Contact	Nature of relationship
Director of Informatics Research	Deputy, Reporting to
Chief executive, the UKKA	Accountable to/Colleague of
Director Audit and Informatics	Working colleague
Head of operations	Working colleague
Senior Project Manager (research and operations)	Key work colleague (resource)
UKKA Registry research Fellows	Provide research leadership
Registry statisticians	Provide advice
UK Renal Registry staff	Research leadership and direction
Report authors	Working relationship
NHSE and Dept of Health	Research lead contact
Health agencies	Research lead contact
Study Groups	Lead contact
Research Institutions and UKKRC	Lead contact

Main Duties & Responsibilities

Strategic

1. Support all informatics research undertaken at the UKKA ensuring coordination and collaboration and delivery on research strategy.
2. At all times, aim to facilitate informatics research while ensuring that adequate standards of compliance and governance are maintained.
3. Lead and drive activities to expand informatics research across the organisation.
4. Improve and facilitate research in the UKKA, making research easier and simpler to conduct. Address barriers and hurdles and ensure processes are improved.
5. Advise on Informatics research, study design and statistical methods.

Governance

6. Ensure the organisation is aware of and adapts appropriately and in a timely manner to changes in legal and regulatory requirements for informatics research.

Operational: Research Activity

7. Be aware of and as necessary trained in the importance of complete and high-quality data as it applies to national audit and the research activities of the UKKA.
8. Supervise registrars and clinical fellows across the UKKA, who are undertaking research on behalf of the UKKA.
9. Provide high quality statistical support on methods and study design.
10. Work closely with the head of finance to ensure all new research work is properly costed and risks are effectively managed.
11. Represent the UKKA in a professional manner in regards to research informatics with all external bodies capitalising on the opportunities this may provide.
12. Ensure work is prioritised and delivered on time and within budget.
13. Plan and coordinate preparation, submission and delivery of abstracts and presentations at national and international meetings.
14. Ensure the publication of scientific papers in high impact journals in a timely fashion.
15. Identify and apply (applicant or co-applicant) for research funding to deliver on the proposed Informatics research strategy of the UKKA as agreed in the annual/strategic plans.

Human Resources

16. Support the Head of Operations and Director of Informatics Research in line managing the Senior Project Manager (research and operations), including workload planning and prioritisation, performance management, managing sickness absence and wellbeing, training and development, recruitment.
17. Coach staff and supervisees to achieve the best possible results while dealing with sub standard performance in an appropriate manner.
18. Ensure appropriate training and development opportunities are made available for staff within the UKKA to meet strategic needs.
19. Work with the HR manager on workforce and succession planning, including requirements for staffing numbers, skill assessment and training needs analyses.
20. Input into recruitment of new members of staff, reviewing the job description, shortlisting and interviewing candidates and leading the onboarding process.
21. Where appropriate, participate in annual and interim performance appraisals for direct reports.

External relationships

22. Lead on research work with academic and other partners such as universities, NHS trusts, companies, other registries/audits and funding agencies.

Other duties

23. To undertake any other duties in furtherance of the goals and reputation of the UKKA as specified by the UKKA and by agreement with the CEO and management team.

Person specification

Qualifications	Essential/ Desirable
PhD or equivalent level of qualification	E

Experience / knowledge	Essential/ Desirable
Proven experience of leading research in informatics and use of “big-data”	E
Demonstrable experience of competing for project grant funding of at least one collaborative study	E
Proven successful delivery of the project	E
Demonstrates an authoritative understanding of the field	E
Proven management experience, including wide exposure to complex practices and precedents	E
Experience of, and an understanding of the principles of team leadership, ideally of senior / expert staff	E
Experience of building and consolidating reputation, brand and quality in health research	E
Experience of working within a regulatory / procedural framework	E
Appreciation for and understanding of the values, aims and strategy of the UKKA	E
Proven experience of statistical methods and study design	E
Current leader of a research team in recent receipt of MRC / CLAHC / NIHR funding, or substantial KRUK / BHF etc project grant	D

Skills	Essential/ Desirable
Excellent networking skills, particularly building, maintaining and leveraging an extensive network of contacts in relevant sectors	E
Evidence of strong negotiating and motivational skills	E
Evidence of ability to develop and promote a network of independent researchers.	E
Excellent interpersonal and relationship building skills	E
Ability to work in partnership with internal and external stakeholders	E
Proven self-motivation	E
Demonstrable ability to resolve problems as they arise	E
Publication track-record which shows high level of skill in summarising research findings for an academic and non-academic audience	E
Experience in managing continuity, change and transition	D

Other knowledge

Knowledge	Essential/ Desirable
A working understanding of information governance, data protection and GDPR legislation and principles and how these apply in an academic and health research setting	E
An understanding of clinical data, datasets and data flows	E
An understanding of the NHS R&D and NIHR structure and functions	D

Other Relevant Information

Travel requirements

Some UK travel may be required together with overnight stays.

Equality & Diversity Aims

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Risk Management

Staff at all levels have a responsibility for ensuring that risks are managed, as an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and to co-operate with any investigations undertaken.

Health and Safety

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to report all accidents to the General Manager.

Information Security and Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 2018 unless explicit written consent has been given by the person identified, or where information sharing protocols allows it.

General Information

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

Approved by:

Date:

Accepted by:

Date: