

Data Manager

Department:	Health Informatics
Salary:	£38,319 - £49,645
Hours of work:	12-month fixed term contract with potential for extension following funding confirmation. Full time or 0.8FTE. Flexible working hours/ options compatible with the role can be discussed.
Base:	Cambridge. We offer flexible working arrangements. Our staff combine on-site and remote working, enabling us to come together when it matters most and promote a healthy work-life balance.
Reports to:	DataOps, Analytics & Research Support Lead
Closing date for applications:	9:00am on 2 April 2025
Date of Interview:	25 April 2025, in person (Cambridge)

About Health Innovation East

Health Innovation East helps the best innovations in health and care reach the people, places and problems where they bring most benefit.

We are a team of clinicians, data scientists, life sciences industry experts and skilled programme leaders passionate about helping the best innovations in health and care reach the people, places and problems where they bring most benefit. Whether working with global companies, pioneering start-ups, leading universities or regional health providers, we never lose sight of the patients and communities we serve.

As the regional innovation arm of the NHS our collective skill set is valued by the NHS and industry to implement the advances being made across health and care.

<https://healthinnovationeast.co.uk/>

Our values and commitment to equity, diversity and inclusion

Health Innovation East is fully committed to being an inclusive employer, affording equity of opportunity and welcoming applicants from broad and diverse backgrounds.

Staff at Health Innovation East have come together to co-produce our values and expected behaviours. Our values focus on providing trusted expertise, being inclusive, kind and collaborative in all our working relationships and implementing innovations that truly matter to our communities and partners.

What are we looking for?

We are looking for colleagues who share not only our values but also our enthusiasm and commitment to making a difference for our communities. We are united by being dynamic, curious, creative and adaptable. We appreciate the value of evidence, enjoy trying new and different approaches to solving problems, and are comfortable with ambiguity, often-changing plans and unanticipated challenges.

Job summary and purpose

The post holder will work as part of the Health Informatics Team, delivering programmes of work that provide secure cloud-based environments for storing and accessing health and other sensitive data for research and innovation. The team brings together partner organisations from across different sectors to provide the programme management, operational and technical functions for both nationally and locally driven projects.

We are looking for a **Data Manager** with expertise in Machine Learning (ML) or Artificial Intelligence (AI) models to develop rapid risk assessment tools for ML/AI training on sensitive data. The Data Manager will be responsible for database management, data cataloguing, monitoring and maintaining data pipelines, whilst establishing strong communication and collaboration with external collaborators. The post holder will be working alongside highly skilled and experienced team members providing extensive opportunities to acquire new skills and knowledge through both formal and informal training.

A significant portion of this role will be supporting the [East of England Secure Data Environment](#) (SDE) - part of an interoperable NHS Research Secure Data Environment network, giving approved researchers secure access to de-identified NHS healthcare data, for approved projects.

Key Responsibilities

- Data curation, cleaning, and transformation
- Management of data repositories and databases
- Triaging research data requests
- Develop a rapid risk assessment tool for training ML/AI models on sensitive data, facilitating the secure extraction of trained models from protected environments
- Providing first line support for data queries
- Handling of data in line with information governance and security standards
- Write clear and comprehensive technical documentation, including user guides, data dictionaries and best practice guidelines to support internal teams and external stakeholders
- Provide cross-cover support where skills and training allow
- Engagement with wider Health Informatics team projects

- Proactively identify appropriate new skills for personal development within role

Corporate and personal responsibilities

- Promote equal opportunities and affirm that staff, colleagues, patients, and others who encounter Health Innovation East are afforded equality of access, experience and outcomes.
- Observe Health Innovation East’s equity, diversity and inclusion pledges in every aspect of your work, avoiding any behaviour which discriminates against colleagues, potential employees, patients, or partners on any grounds.
- Uphold and promote the organisation’s values.
- Work flexibly and collaboratively with others to achieve the organisation’s goals and support its values.
- Support the organisation in creating an environment that values risk management and promotes the highest standards of health and safety for Health Innovation East’s employees, supported by policies and procedures as appropriate.
- Ensure up to date knowledge is maintained and comply with current data protection laws and company data protection and confidentiality policies and procedures.
- Ensure that we only operate within our remit of not offering clinical advice.
- Adhere to all company policies and procedures and any applicable legislation.

Person specification

Competence	Essential requirements	Desirable requirements
Qualifications and training	Degree in relevant subject area with a large statistical element (such as Maths or Physics). Other qualifications combined with relevant experience will also be considered	
Knowledge	Good awareness of UK data security and protection law and information governance processes surrounding the use of sensitive special category data Understanding of common data models such as OMOP, and/or structured NHS data	
Skills	Regular user of Relational Database Management System(s) (RDBMS) SQL and knowledge of DDL Excellent spoken and written communication	Python/R scripting Ability to write clear, structured and user-friendly documentation for

Competence	Essential requirements	Desirable requirements
		both technical and non-technical audiences
Experience	<p>Data cleaning, transformation, and validation</p> <p>Confident presenter, able to communicate complex solutions to non-specialists</p> <p>Understanding of AI and machine learning applications in healthcare, including model training and data preparation</p> <p>Working in a research, NHS or pharmaceutical field</p>	<p>Collaboration in technical environments</p> <p>Acting as an Airlock manager including discloser control checking</p>

Right to work in the UK: Applicants must be able to provide evidence of their right to work in the UK at the point of interview.

The role holder will sometimes be required to be flexible with their hours of work for the team to collectively meet certain deadlines.

Occasional travel both within the region and nationally is required.

Personal development responsibilities

- Understanding and awareness of own personal development needs
- Maintenance of a compliant professional portfolio where required.

Key relationships

Internal - all Health Innovation East employees will be expected to form key relationships within the organisation relevant to the role.

External - in addition, the successful appointee will need to develop and build relationships with external colleagues as relevant to the role. These may include, but are not limited to, relationships with colleagues within partner organisations such as:

- Industry partners including SMEs and large corporates within the health arena.
- Academic partners in Higher Education Institutes and Tech Transfer Offices.
- Funding/investment organisations.
- Applied Research Collaboration (ARC) East of England colleagues.
- NHS Trusts and NHS Foundation Trusts.
- Local Government.
- Integrated Care System and Integrated Care Boards.
- Third Sector Organisations.
- Patient Advisory Groups/Services.

Benefits of working at Health Innovation East

As part of the benefits package, Health Innovation East's employees are entitled to 27 days of annual leave plus bank holidays (pro rata for less than whole-time equivalent) and are offered a company pension (employer contribution up to 10% of annual salary), life insurance (on completion of a probationary period) as well as a cycle to work scheme. In addition, all employees have unlimited access to the company's well-being programme which is externally provided and fully confidential. Team members on secondment will remain on their employer's terms and conditions.

How to apply

To apply please submit your CV and a covering letter by **Wednesday 2 April 2025** to recruitment@healthinnovationeast.co.uk specifying your motivation for applying and how you meet our person specification. For an informal discussion, please contact healthinformatics@healthinnovationeast.co.uk.

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.