

August 2020

Job description

Data Intelligence Development Lead

Role Specification

Job title	:	Data and Intelligence Development Lead
Salary	:	£60,000 – £65,000 per year pro-rata
Accountable to	:	Director of Data, Technology and Development
Contract	:	Fixed term contract, full time hours
Location	:	151 Buckingham Palace Road London, SW1W 9SZ

Introduction

The Human Tissue Authority (HTA) is the national independent regulator for organisations that remove, store and use tissue for research, medical treatment, post-mortem examination, teaching and display in public. We also give approval for organ and bone marrow donations from living people. With the interests of the public and those we regulate at the centre of our work, we aim to maintain confidence by ensuring that human tissue is used safely and ethically, with proper consent.

Established under the Human Tissue Act (2004), we are an Executive Non- Departmental Public Body (ENDPB) sponsored by the Department of Health and Social Care. The HTA's primary goal is to protect public and professional confidence in the safe and ethical use of human tissue.

The HTA has developed an ambitious vision and strategy for the next three years centred on achieving greater sustainability, agility and resilience in our operations. Since the onset of the COVID-19 pandemic, the HTA has brought forward a number of changes already identified in the Development Programme. A key driver of the Development Programme is the HTA's aim to be a data driven regulator strengthening the role data and intelligence plays in our model and the regulatory offer to the sectors and establishments we license.

The HTA is a member of both the Business in the Community Race and Work Charter and the Disability Confident Charter. The HTA is committed to ensuring an inclusive and supportive working environment that is free from any form of discrimination. We recognise that there are real benefits of having a diverse community of staff and the HTA aims for our workforce to be truly representative of all sections of society. Additionally, we adopt a culture that hopes to attract and retain talented individuals that want to work with us.

Our CEO Allan Marriott-Smith states:

'We at the HTA, stand together against all forms of discrimination and look to find opportunities for inclusion and collaboration in everything we do. The HTA does not tolerate racism or discrimination in any form, and our organisation is a place where all staff can feel safe, valued and heard.'

'We are an organisation that is proud of its diversity and how we support the communities we serve. We will listen to, and learn from, our staff and stakeholders as to how we can continue to grow as an inclusive and people-centric organisation.'

'We are all in this together, and here for one another'.

Core Values.

The HTA's Values are our shared beliefs about behaviours that are key to how we deliver against our objectives:

- will help us achieve our vision and strategy;
- shape the way we deliver our regulatory functions;
- are integral to the way we interact with each other, professional stakeholders and the public.

They act as a powerful unifying statement about the way we intend to conduct our business.

The HTA's Values:



Professionalism – the high standards we apply in the conduct of our individual and collective responsibilities.



Respect – a proper regard for the abilities and perspectives of others.



Expertise – the skills, knowledge and experience we apply for the benefit of our stakeholders and each other.



Agility – rapid and positive response to changes in the internal and external environment without losing momentum.

Job purpose

This role holder will focus on the development of our capacity and capability in becoming a data driven regulator. This capacity and capability whilst initially focused on regulation will extend across all aspects of HTA activities, its systems, processes and people. This role is not simply data aggregation. The primary responsibility of this role will be in leading the vision for data development and the creation of an analytical function and capability in line with the HTA's strategy for 2021 and beyond and the emerging business requirements.

This will involve the end to end development of data from how the HTA can use data, understanding what it needs to collect, what it tells us and the action that will follow. Visual presentation of the analysis will be a core output. A key output of this work will be a strengthened understanding of data and its contribution to the regulatory model to facilitate routine oversight, risk profiling supporting the targeted deployment of resources and consideration of a wider data set in collaboration with other regulators and arms length bodies.

The role will work very closely with the Director of Data, Technology and Development, Change Manager as well as other roles involved in leading change as part of the development programme and developing the readiness of the function (capacity & capability) from 1 April 2021. It will be critical for this post holder to build productive relationships with the Regulatory Delivery Directorate and across the organisation. These relationships will be key to understanding core business requirements and delivery at pace.

The Role

Working with the Director of Data, Technology and Development, this lead role will:

- Provide a structured and systematic approach to the development of data and analytical capacity and capability across the HTA.
- Provide a lead on the technical and business requirements of data development in future organisational, system and workforce redesign.
- Lead the development of a data insight model (approach & systems) to provide active oversight and management to sector and established based risk and the targeting of regulatory resources including action.
- Adopt an evaluative approach to the incremental development, testing and embedding of changes and developments to the operating model and in particular the use of data and intelligence as a core component of the HTA's regulatory model and regulatory offer to licensed establishments.
- Support communication efforts ensuring changes are developed collaboratively and are visible. A significant part of this role will be stakeholder engagement (internal and external).
- The postholder will need to have highly developed communication skills as part of a core development programme team. Forging and demonstrating effective working relationship and the ability to lead will be critical to the success of the role.

Additional responsibilities:

- Support the establishment of a Target Operating Model
- Identify and map data flows for capture, collection, storage, reporting and use
- Identify, analyse and prepare risk mitigation to challenges within the project
- Identify anticipated resistance and potential mitigation
- Create an actionable delivery plan from scoping through to embedding of the function
- Scope interdependencies and supporting workstreams
- Identify critical success factors
- Support and engage with senior leaders
- Support organisational design and definition of roles and responsibilities
- Evaluate and ensure user readiness

Skills and Qualifications

- Inclusive leadership skills and the ability to motivate and manage a diverse team to deliver at pace on a demanding and complex agenda.
- Experience communicating analytical insights credibly to senior decision makers for maximum impact.
- Experience of designing (quasi-) experimental methods, data collection systems and evaluation into working practice.
- Excellent communication skills, including in writing, with the ability to translate complex information into meaningful, easily understood narrative - and the credibility and interpersonal skills to command the trust and confidence of senior stakeholders.
- Personal Resilience – experience of working effectively and of leading a project or team successfully during periods of sustained pressure, scrutiny and ambiguity.
- End to end technical data skills
- Experience in developing the use of data and using it to drive decision making
- Experience and / or demonstrable knowledge of a regulatory environment and the use of data as part of an approach
- Exceptional communication skills, both written and verbal
- Excellent active listening skills
- Ability to clearly articulate messages to a variety of audiences
- Ability to establish and maintain strong relationships
- Ability to influence others
- Flexible and adaptable
- Problem solving
- Able to work effectively at all levels in an organisation
- A team player able to work collaboratively with and through others
- Familiarity with project management approaches, tools and phases of the project lifecycle

To view live opportunities please view our [website](#). If you are interested in this role, please send your CV to Recruitment@hta.gov.uk and reference the job title before the closing date 01 September 2020. Interviews will be held week commencing 01 September 2020.

Please note whilst we wish we could respond to all applicants, only those shortlisted will be contacted.