

Candidate Information

Position: IT Manager (Cancer Registration System Manager)
School/Department: Centre for Public Health
Reference: 21/109138
Closing Date: Monday 20 September 2021
Salary: £42,149 - £51,799 per annum.
Anticipated Interview Date: Tuesday 5 October 2021

JOB PURPOSE:

To manage the timely delivery of high-quality data according to international coding rules from the Northern Ireland Cancer Registry (NICR) team for analysis, clinical audits and preparation of official statistics while ensuring data confidentiality and adherence to data protection, governance and ethical rules and requirements.

To facilitate establishment and maintenance of valuable clinical and strategic networks locally, nationally and internationally to ensure the sustainability of NICR and linked research deliverables in accordance with the University's Vision 2020 while also addressing the audit and strategic planning cancer related information needs of the Northern Ireland Health Service.

MAJOR DUTIES:

1. Ensure the development and delivery of the mission and strategic priorities of the NICR by managing data acquisition, verification and data preparation teams.
2. Manage staff and coordinate workflows to ensure that cases requiring investigation and resolution are identified, allocated and upload to the registration system when resolved within timescales to ensure timely production of official statistics and UKIACR key performance indicators.
3. Responsible for ensuring that the NICR collects data which are accurate, appropriate, coded to international standards and recorded following UK and ENCR cancer registration guidelines.
4. Liaise with regional screening services to ensure agreements are in place and the processes permit exchange of relevant clinical data securely while providing reports for national screening related audits.
5. Represent the NICR working with the NI Biobank researchers to provide advice and ensure access within agreements and ethical approvals to identified patient cohorts for research.
6. Have responsibility for the delivery of datasets to external local, national and international researchers within ethical/ CAG/ consent approvals, and data access agreements ensuring that data provided meet their research needs while maintaining data security and patient confidentiality.
7. Provide oversight for the development of the NICR IT system ensuring input from all relevant staff sections ensuring that it meets the requirements of a modern cancer registry including user and system requirements within resources.
8. Negotiate with research communities to determine and agree their requirements for cancer related data and statistical outputs on an ongoing basis to facilitate the development of research grant proposals and research outputs across the University and beyond.
9. Build relationships with key health and social services staff to ensure the registry receives the datasets required to meet NICR key objectives.
10. Oversee and review as required, the research ethics and associated governance approvals for the NICR with adherence to the 1964 Helsinki Declaration and its later amendments.
11. Engage with funders and stakeholders and other collaborators such as the NI Biobank, the Honest Broker Service and the Northern Ireland Statistical Research Agency (NISRA) to enhance, accommodate and sustain the role of the NICR in cancer information and to inform and improve public health and facilitate research.
12. Devise methodologies to improve and authenticate the quality and quantity of data inputs, the efficiency of data handling and the timeliness of outputs to stakeholders.

13. Provide reports and updates for the multi-agency NI Cancer Registry Steering Group and the Northern Ireland Cancer Registry Council as required.
14. Provide specialist professional expert advice on the constraints and opportunities of the data held by the NICR.
15. Manage personnel issues including leave, recruitment and appraisals for designated staff.
16. Provide estimates of costs for work according to the Registry's cost recovery policy.
17. Ensure that Ethics, the associated protocol, Privacy Impact Assessments and the NICR Privacy Notice are kept up to date.

Planning and Organising:

1. Plan and organise individual and/or team activity with an appreciation of longer term issues, ensuring plans complement and feed into the N. Ireland Cancer Registry and University strategies.
2. Advise the Director on accommodation, infrastructure and risk management.
3. Undertake staff appraisals.
4. Attend the regular NICR team, steering group and Council meetings.

Resource Management Responsibilities:

1. Manage resources within allocated project area to ensure that maximum value is delivered for the resources deployed.
2. Mentor and advise relevant staff to enhance experience and advise on personal development.
3. Project manage the systems required to ensure accurate timely datasets are available within ethical and governance agreements.
4. Monitor and ensure effective management of assets and budgets allocated as part of the role.
5. Provide specialist/professional expertise within specific area relevant to cancer registration.
6. Contribute to overall Registry resource and budget management.
7. Ability to plan and manage the workload of others in achieving project aims, objectives and deliverables.
8. Apply specialist knowledge and techniques gained through broad understanding and experience of working with cancer registration data.

Internal and External Relationships:

1. Maintain links with professional and specialist bodies and groups to enhance the outputs of the NICR.
2. Liaise, network and collaborate with staff within the University, NI Biobank, health and social services including laboratory, screening and clinical teams to ensure data flows to and from the NICR.
3. Network and collaborate with colleagues in cancer registries nationally and internationally to facilitate best practice is achieved in the NICR.
4. Consider and strengthen the impact of the NICR by networking with service users including clinicians, the NI Public Health Agency, local charities, cancer patients and the Department of Health.
5. Represent and promote the NICR within the University and externally to ensure that issues are appropriately represented and acted upon.
6. Establish and maintain contact with senior staff in health and social services to develop new and improved processes for data timely access.
7. Generate ideas and co-ordinate the development of new working practice.

ESSENTIAL CRITERIA:

1. Educated to Honours degree or have substantial relevant experience.
2. 5 years relevant experience working in Cancer registration.
3. Experience in managing and motivating staff.
4. Experience of project management.
5. Experience in managing physical resources e.g. buildings, equipment, datasets etc.
6. Experience in being responsible for the integrity of health data for Health Service and/or research use.
7. Evidence of leadership in identifying and introducing systems or processes which enhance data security and/or registration processes.
8. Risk identification and management.
9. Ability to communicate complex information effectively.
10. Ability to work independently with a high level of self-motivation whilst also working collaboratively with many stakeholders.
11. Ability to lead and manage multiple projects simultaneously.
12. Demonstrate initiative.

13. Ability to work outside normal hours when necessary, link internationally when required and adhere to confidentiality requirements of the NICR.

DESIRABLE CRITERIA:

1. Masters.
2. Experience in the production and interpretation of population health statistics.
3. Experience of gaining ethical approval and associated governance approvals.
4. Experience in budget management, planning and re-profiling of complex budgets.
5. Experience of facilitating research projects of undergraduate and post graduate students.
6. Ability to devise, advise on and manage research programmes.