



Candidate Information

Position:	Research Assistant (Digital Information Officer)
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	24/111688
Closing Date:	Monday 18 March 2024
Salary:	£32,024 per annum
Anticipated Interview Date:	Wednesday 27 March 2024
Duration:	Available until 31 January 2025

JOB PURPOSE:

This is an exciting opportunity to contribute to the development of a registry for inherited cardiac conditions across Northern Ireland. The successful appointee will be an active member of our Molecular epidemiology and Public Health team, working with colleagues in the Belfast Health and Social Care Trust, Northern Ireland's Digital Health and Social Care Team, the Department of Health, and local community groups. They will assist in the planning and delivery of developing a new registry, provide data and statistical reports, and support the route to diagnosis and treatment for patients. They will coordinate stakeholder meetings, help design patient-facing material, provide data analysis and interpretation using data analytics software, and help prepare reports.

MAJOR DUTIES:

1. To provide regular updates to all co-investigators, meeting weekly with the project Lead to discuss the project design, implementation, and progress against deliverables.
2. To liaise with stakeholders, organising teleconferences and workshops associated with this project.
3. To contribute to meetings on work planning, data analytic methods and dashboard/I reporting.
4. To create a data dictionary with standardised coding for inherited cardiac conditions including ICD-10, ICD-11, SNOMED-CT, and Orphanet codes.
5. To check data quality, data completeness, and feeding back to the developers to refine the workflow and user interface.
6. To undertake analysis of data and provide interpretation using data analytics software in collaboration with the project team.
7. To assist in the design of workflows and outputs supporting routes to diagnosis and treatment, co-developing related material with stakeholders
8. To prepare reports and briefing documents communicating results, and helping the team respond to ad hoc requests for data from a wide variety of stakeholders (media, clinicians, parliament, Health Trusts etc.)
9. To undertake integration of datasets and analysis to support the development of reports and dashboards using data analytics software.
10. Organise, prepare and present materials for associated internal and external meetings e.g. presentations and progress reports.
11. Be familiar with rules regarding confidentiality and the associated databases/registers and systems. To undertake training and development of data security and analytics as required to meet the duties of the post.
12. Carry out any other duties designated by line manager and which fall within the general ambit of the post.
13. Manage own time to ensure production of work within agreed deadlines.

ESSENTIAL CRITERIA:

1. Degree or equivalent in Public Health, Data Science, (Bio)statistics, (Bio)informatics or relevant subject area in which quantitative skills are evident.
2. Relevant experience to include:
 - Experience of stakeholder engagement
 - Experience of data management
 - Experience of analysing and interrogating large datasets.
3. Proven analytical skills.
4. Ability to work independently and as part of a team.

5. Ability to produce relevant reports and publications and meet deadlines.
6. Problem solving skills.
7. Ability to initiate and maintain strong working relationships to deliver collaborative projects or outputs.
8. Ability to interact with colleagues and support staff.
9. Ability to communicate effectively, both verbally and written.
10. Planning, organising and time management skills.
11. Ability to assign tasks to others and be responsible for ensuring work is completed to required timescales and standards.
12. Attention to detail and accuracy in work.
13. Required to sign statement of confidentiality.

DESIRABLE CRITERIA:

1. Hold or be about to obtain a MSc in area such as Public Health, Data Science, (Bio)statistics, (Bio)informatics or a cognate subject in which quantitative skills are evident.
2. A minimum of 1 year's relevant experience.
3. Experience liaising with healthcare and community stakeholders.
4. Experience of registry development.
5. At least 6 months experience in healthcare data management.
6. At least 6 months experience in analysing large health-related datasets.
7. Experience of building data dashboards and interactive reports.
8. Working knowledge of R, R Shiny or equivalent programming software.
9. Working knowledge and understanding of Python, Structured Query Language (SQL) and Power BI.
10. Knowledge of data protection policies/data confidentiality/IT security.