Job title: Cancer Analysis Project Manager
Accountable to: Principal Cancer Analyst
Hours: Full-time (37.5 hours per week)
Job type: Fixed term for 2 years
Base/location: PHE Office (London, Bristol, Birmingham, Sheffield, Chilton, Cambridge, Porton or Manchester)
Salary: £35-39k, depending upon experience

Job summary

As a Cancer Analysis Project Manager your role will be to work with colleagues in the National Cancer Registration and Analysis Service (NCRAS) analytical team to manage the delivery of cancer analysis and statistics as part of the wider NCRAS work programme with a specific focus on National Cancer Audits. You will sit with, and work as part of, the NCRAS cancer analytical team in one of the Public Health England (PHE) offices (London, Bristol, Birmingham, Sheffield, Chilton, Cambridge, Porton or Manchester).

You will project manage the development and improvement of the analytical processes related to the National Cancer Audits. You will ensure timely delivery of high-quality data through: implementation of quality management processes; understanding of the sources of data; early identification and mitigation of risk; and, establishing cross-team working relationships.

You will manage various projects driven by the needs of the analytical work agreed with key stakeholders. You will work with a range of cancer analysts within NCRAS, as well as internal and external stakeholders. You will develop a strong understanding of the cancer data NCRAS holds and how it can best be utilised for clinical audit to achieve greatest value from each dataset.

Main duties and responsibilities

- Engagement with stakeholders to understand their cancer analytical needs.
- Working to gain an understanding of the potential uses and limitations of each dataset and sharing this knowledge with other analysts and / or stakeholders.
- Providing expert advice and support across a range of public health data and PHE hosted databases ensuring audit specifications are accurate and feasible.
- Supporting the use of Standard Operating Procedures within and across PHE.
- Planning, managing and delivering on a range of projects requiring potentially complex analytic input from PHE and other external colleagues, including negotiating and agreeing the most appropriate data output, initiating and planning workloads and setting delivery timescales.

- Supporting the analytical work of other members of the PHE analytical team
- Using a variety of methods including written briefings and oral presentations to interpret and communicate outcomes of highly complex data analyses to both non-statistical and statistical professionals and stakeholders, determining the appropriate level of complexity according to the needs of the audience.
- Attending local and national meetings with key stakeholders including health intelligence analysts, health improvement and protection colleagues, and partner organisations for Public Health England.
- Actively supporting and participating in local networks for public health intelligence specialists.
- Ensuring personal, and promoting team, compliance with corporate policies in relation to security, confidentiality and release of information.
- Performance management of relevant staff within NCRAS as directed
- Developing and promoting quality assurance procedures within NCRAS

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by managers.

General

- Identify own learning needs; locate appropriate training resources (e.g. books, web tutorials) to address these needs.
- Work with and support colleagues across the wider team.
- Provide education and training to others where appropriate.
- Manage own workload, estimating time to completion of tasks, identifying any factors that may cause delays or problems in implementation.
- Take an interest in the Cancer Registration process maintaining knowledge of relevant issues.
- Undertake any other duties as required by the Director, either on a temporary basis or following mutually agreed changes to the job description.

Person Specification:

Description	Essential	Desirable	Application (A) Interview (I) Certificate (C)
Qualification			
Qualification or relevant experience in project management	√		A/I/C

	Essential	Desirable	Assessment
Degree in public health, statistics or related field, or equivalent experience		√	A/I/C

Knowledge and experience

Experience as defined by type/level (not length)

	Essential	Desirable	Assessment
Significant experience of managing health related data projects	√		A/I
Experience utilising a wide range of management skills and techniques to ensure the effective use of resources and so enable successful project delivery	√		A/I
Understanding of the use of statistical and epidemiological methods for interpreting and understanding data sets	√		A/I
Experience managing the development of systems for the inputting, storing and dissemination of information		√	A/I
Proven project management skills and the ability to take a lead role in project management and development.	√		A/I
Experience of working in cancer, public health or health care information services setting	√		A/I
Evidence of leading on a challenging portfolio containing a mix of policy, strategy and performance priorities, spanning across organisational boundaries		√	A/I
Understanding of local and national health policy dynamics.		√	A/I
Evidence of commitment to learning and development and continuous improvement, including demonstrating personal continuing professional development	√		A/I
Knowledge of current data protection legislation	√		A/I
In depth understanding and knowledge of the national policy content for underpinning developments in public health information and intelligence		√	A/I

Skills and capabilities

	Essential	Desirable	Assessment
Well-developed project management skills	√		A/I
Excellent verbal and written communication skills, dealing with senior people, sometimes in contentious situations	√		A/I
Ability to manage a diverse workload, working on own initiative, and able to prioritise between conflicting demands.	√		A/I
Well-developed problem solving skills and a flexible approach to developing solutions.	√		A/I
Proficient to a high level in organisational skills with evidence of scheduling to meet tight and challenging deadlines, managing complex & multiple pieces of work	√		A/I
Ability to communicate highly complex or sensitive statistical information to other specialists and non-specialists.	√		A/I

Ability to manage groups/stakeholders in conflict		√	A/I
High-level critical thinking skills		√	A/I
Political astuteness – evidence of commitment and ability to understand diverse interest groups and power bases within organisations and how these inter-relate to affect the network as a whole		√	A/I
Ability to collate, interpret and present statistical and textual information	√		A/I
Understanding of statistical techniques and application of public health and healthcare intelligence including surveillance, needs assessment, audit and information support to commissioning		√	A/I
Able to demonstrate attention to detail, accuracy and methodological rigour as appropriate	√		A/I
Knowledge of routine sources of health data (e.g. hospital episode statistics, birth and death registrations) and data on determinants of health		√	A/I
Understanding of data validity, reliability and confidentiality issues and of disclosure control methods.		√	A/I
Knowledge of statutory information governance and data confidentiality requirements and others relevant to public health data	√		A/I
Ability to analyse complex facts and situations and develop a range of options	√		A/I
Takes decisions on difficult and contentious issues where there may be a number of courses of action.		√	A/I
Strategic thinking – ability to anticipate and resolve problems before they arise	√		A/I
Equality and diversity			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	**√**		I

Health Data Insight C.I.C

HDI is a social enterprise overseen by the *Office of the Regulator of Community Interest Companies* which ensures we meet our social purpose and that the value we create is protected and used for social good.

Our aim is to:

- create value for public sector organisations by finding new knowledge from both existing and new sources of information
- provide a data management and linkage service that allows partners to access information in safe-havens that guarantee the privacy of each individual patient.
- create visual, internet-based information services and applications that can be easily accessed, used and understood
- supply organisations with information and services that they can use to understand and help improve their services
- inform patients to enhance their selection, access and use of healthcare services and improve their understanding of their clinical condition and care.

Our strategic objectives are aligned to NHS and wider government policy to improve transparency and access to data, encourage self-management, enable choice and foster the use of social enterprises to deliver public services.

The National Cancer Registration and Analysis Service (NCRAS)

The National Cancer Registration and Analysis Service (NCRAS), which is within Public Health England (PHE), provides intelligence to drive improvement in standards of cancer care and clinical outcomes. This is facilitated through a series of work programmes, utilising the healthcare data and information collected about cancer patients by multiple specialist organisations and collated within PHE. The NCRAS builds on the work of partner organisations and teams to develop world class cancer intelligence for PHE, partners – nationally and internationally - and the local public health system.

The NCRAS leads on sharing high quality intelligence, knowledge, evidence and expertise to support the needs of stakeholders. It produces analyses, toolkits and reports which span both the Public Health and NHS agenda. New analyses include the number of people living with cancer, how outcomes vary between different patient groups and by stage at diagnosis, and an insight into cancer equality metrics.

The NCRAS consists of cancer registration and intelligence teams in nine offices across PHE. Each team will have national and local responsibilities and functions and will work closely with PHE colleagues in other divisions, directorates, centres and regions.

HDI – PHE Partnership

HDI has a Partnership Agreement with PHE. The focus of the partnerships between Public Health England's (PHE) National Disease Registration Service (NDRS) and external organisations is to improve health outcomes using the real world data collected by the National Disease Registration Service. These collaborative arrangements exist to support the development and application of innovative approaches and statistical techniques to the collection, quality insurance, data linkages and analyses of registry data. They are formed when an area that is deemed of significant benefit to

patients is identified by both parties and when neither organisation would otherwise be able to progress individually.