DaSH Research Coordinator
School of Medicine, Medical Sciences and Nutrition

Closing date: 01/05/2019
Interview date: To be Confirmed
Reference number: IHS054R
Introduction

**DaSH Research Coordinator**

The Grampian Data Safe Haven (DaSH) is seeking to appoint an enthusiastic and organised full time Research Co-ordinator to join the DaSH team.

DaSH is a research facility designed to support researchers working with health and administrative data enabling linkage and use of routinely collected data for health research. DaSH has supported over 300 research studies since opening in 2012.

The team of eleven is led by Professor Corri Black (Clinical Lead) and Ms Katie Wilde (Technical Lead).

This post will support researchers from academia, NHS and industry to design, plan, gather permissions and conduct their research using a wide variety of health data. You will work closely with other Research Co-ordinators and DaSH analysts to plan and manage projects within our ISO27001 accredited safe haven.

Working to support a range of research projects, the position offers a great learning opportunity to gain broad experience of Health Data Science research as well as developing project management skills.

The post works to ensure the effective operation of the accredited DaSH research facility including opportunities to work with the team to undertake research and develop within the facility and deliver training and public engagement.

https://www.abdn.ac.uk/iahs/facilities/grampian-data-safe-haven
Job description

Main purpose of the role:
The purpose of the role is to:

• Provide support to researchers to help them:
  o design
  o plan
  o gain permissions
  o undertake health data science research within DaSH (or one of the NHS Research Scotland accredited safe havens).

• Work with the DaSH team to efficiently manage projects in the DaSH portfolio

• Work with the DaSH team and researchers to assess and minimise the risk of disclosure from data (including Disclosure Control Risk Assessment of data being released from the safe haven).

• Support the effective and safe operation of the DaSH research facility, providing leadership and supporting strategic development depending on experience

• Designing and delivering training on research governance within a safe haven environment depending on experience

Key responsibilities:
DaSH Research Coordinator
The DaSH Research Co-ordinator appointed would be responsible for:

• Working with research teams through the course of their projects to support the activities outlined above

• Maintaining excellent communications with the DaSH team, researchers and relevant staff

• Maintaining up to date records for projects including with the keeping the DaSH record management systems up to date

• Undertake Disclosure Control Risk Assessment to protect data confidentiality

• Support effective operation of DaSH including development and maintenance of documentation and preparation for audit

• Deliver information and training to potential users of DaSH through a range of methods (e.g. face to face, online, social media)

• In addition, as a senior research coordinator (Grade 6), the post holder would be expected to provide leadership and contribute to strategic direction. They would provide day to day line management of staff and be responsible for overseeing work and training. They would represent DaSH at internal and external meetings, design and lead teaching and training and lead service delivery within the remit of the research coordinator team.

Candidate background

At a glance

Salary:
Grade 5: £27,831 - £31,302 per annum
or
Grade 6: £33,199 - £39,610 per annum

Hours of work:
Full Time (37.5 hours per week)

Contract type:
Project Limited (24 months)
We are seeking to appoint a Research Coordinator for a period of 24 months. Individuals could have prior experience of working in a data safe haven or trusted research environment but a range of backgrounds are recognised to skill applicants for the post:

- health informatics or health research
- research management
- information governance
- data intensive business management, project management and customer support

**Terms of appointment**

Salary will be at the appropriate point on the Grade 5/6 salary scale and negotiable with placement according to qualifications and experience.

This post is partly funded by NHS Grampian and will be offered for a period of 24 months. The appointment will be made subject to the usual terms and conditions of employment of the University.

Any appointment will be made subject to satisfactory references and a 12 month probation period.

For further information on various staff benefits and policies please visit [www.abdn.ac.uk/staffnet/working-here](http://www.abdn.ac.uk/staffnet/working-here)

This post does not meet the minimum requirements as issued by UK Visas & Immigration (UKVI) to qualify for an employer-sponsored visa. We are therefore unable to consider applications from candidates for this post who require sponsorship to work in the UK.
# Person specification

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<th><strong>Education/Qualifications</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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| Academic, technical and professional education and training | - Undergraduate degree  
- Relevant work experience | - An MSc in a Health or Data Science related discipline |

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<th><strong>Work and Other relevant experience</strong> (including training)</th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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| eg Specialist knowledge, levels of experience, supervisory experience, research | - Experience/knowledge of Information Governance  
- Experience of project management, document management and audit  
- Good level of computer literacy  
- Demonstrable interest in data science research  
- Experience of customer or team support across multiple projects | - Experience/knowledge of Information Governance relating to the use of data for health research  
- Experience/knowledge of health research/ health research management  
- Experience/knowledge of routinely collected health care data in UK  
- Familiarity with using Microsoft Access  
- Experience of delivering training through face to face and online formats  
- Experience of using social media (twitter, website development and editing) in a professional context  
- Experience of public engagement |

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<th><strong>Personal qualities and abilities</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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| eg initiative, leadership, ability to work on own or with others, communication skills | - Ability to work independently and problem solve  
- Ability to work as a member of a multi-disciplinary team  
- Excellent verbal and written communication skills  
- Excellent interpersonal skills  
- Evidence of ability to prioritise workload  
- Good organisational skills  
- Ability to complete work to agreed deadlines  
- Attention to detail and ability to work methodically | |

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<th><strong>Other</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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<td>eg special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.</td>
<td>- Occasional requirement to travel outside Aberdeen</td>
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The University

*Founded in 1495, Aberdeen is Scotland’s third oldest University and the fifth oldest in the UK. Ranked within the world top 170 in the recent QS global league table, Aberdeen is the ‘global University of the north’, and has been named Scottish University of the Year in the Times and Sunday Times Good University Guide 2019.*

Aberdeen is a broad based, research intensive University, which puts students at the head of everything it does. It has significant academic strengths and potential across a wide variety of disciplines. Outstanding in a wide range of discipline areas across the entire research spectrum, Aberdeen has also been credited for its international reach and its commercialisation of research ideas into spin out companies.

The University has over 14,000 matriculated students and 3,600 staff representing 120 nationalities. We encourage bold thinking, creativity and innovation and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges, inspires and helps every individual to reach their full potential.

The University combines a distinguished heritage with a forward looking attitude. In the past few years, the University has encouraged creativity in its academic staff, broken new ground with an innovative curriculum, and developed state-of-the-art facilities including the new Sir Duncan Rice Library and the Aberdeen Sports Village and Aquatics Centre. In looking to the future, the University seeks to enhance its reputation as one of the world’s leading Universities by moving forward with ever more ground breaking research; ensuring students have an intellectual and social experience second to none; and capitalising upon the dual role as one of the major institutions of the north and as a cornerstone of regional economic and cultural life.
The city and the region

Aberdeen and Aberdeenshire

Aberdeen is world renowned as the oil capital of Europe and the region is both the agricultural heartland of Scotland and a hub of the food and drink industry.

With the population approaching 230,000, Aberdeen is big enough to provide all the advantages of city life, yet compact enough to enjoy the more intimate atmosphere usually associated with small towns.

Aberdeenshire is one of Scotland’s most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

Aberdeen and Aberdeenshire cater for a wide range of tastes in sporting and cultural activities.

To find out more about Aberdeen and Aberdeenshire go to www.VisitScotland.com

How to apply

Online application forms are available at www.abdn.ac.uk/jobs

The closing date for receipt of applications is 01 May 2019

Should you wish to make an informal enquiry please contact:

Professor Corri Black
01224 437132
cori.black@abdn.ac.uk

Please do not send application forms or CVs to Professor Black.

Please quote reference number IHS054R on all correspondence

The University pursues a policy of equal opportunities in the appointment and promotion of staff.