

Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

Job title	Portfolio Officer – Health Intelligence	Location	London office hybrid or Chesterfield office hybrid
Contract type	Full-time, 35 hours per week	Contract length	Permanent
Date	March 2022		

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

At Versus Arthritis we are on an ambitious journey to push back against arthritis. To enable us to achieve this vision, the Research Directorate develops and supports the charity's £112m investment in cutting edge research which will deliver greater impact for people living with arthritis.

We have launched our vision for our "Discover (research)" strategy for the next four years (2022 – 2026) and it is one of the three organisational policies along with "Deliver" and "Demand".

Increasing effort will be put into translating this investment into direct impact for people with MSK conditions so they benefit through greater translation and implementation of MSK research, and making sure that the research we have funded attracts and leverages further funding from other partners. We catalyse growth in investment through a blend of influencing the spending of other organisations, directly investing in research, and increasingly working in partnership with other stakeholders in the academic, medical charity sector, government, pharma industry, policy and beyond.

The team consists of experts in research strategy development, research delivery, research policy and translation. Together, and under the Director's guidance, they lead on implementing the Versus Arthritis Discover strategy, commission research funding from the Versus Arthritis Awards team to ensure the charity delivers the research needed to achieve our ambitions. The team also oversees the MSK health intelligence function to lead programmes of work and manage projects to better understand the UK population with MSK conditions to inform the direction of the Versus Arthritis ambitions, research, strategy, policy and services work to address growing health inequalities.

Main purpose of the role

The post-holder's main role is to help support the Research Directorate to develop and manage the Versus Arthritis research and health intelligence portfolio, and to help translate that for wider organisational use and benefit. They will be responsible for supporting the analysis, collation and dissemination of our insight in relation to these portfolios across the organisation.

The Portfolio Officer will work across the entire Directorate, working closely with colleagues across the Research, Health Intelligence and Impact functions to make sense of all the research, data and evaluation outputs. They will play a pivotal role in sharing this joined up knowledge, identify and fill gaps in our understanding, and inform decision-making across the entire organisation based on evidence from our Research and Health Intelligence portfolios. They will support the Health Intelligence team to better understand our stakeholder groups (internal and external), their needs and how health intelligence activities can help address them. This will include supporting the delivery of a wide and varied programme of intelligence gathering activities across the charity and delivering against our relevant strategies, in particular Research and Health Intelligence.

Working in a collaborative matrix manner with the Directorate, especially between the Research Impact and Health Intelligence teams, the post-holder will be able to identify the story from within this data and be able to confidently articulate, communicate and present this so that others can take action. By both supporting and managing a range of projects they will help ensure that impact assessment and intelligence activities are delivered to a high standard, on time and to budget.

This will include:

- Collating and monitoring data from diverse sources to help provide better oversight of our research and/or health intelligence portfolio.
- Working closely with other colleagues to ensure the outcomes and impact of our research and/or health intelligence portfolio is visible and understood so that other teams can use outputs efficiently to support their strategic objectives.

This role will be responsible for:

- Ensuring the research and/or health intelligence portfolio can support the work of teams across the charity.
- Strengthening our ability to fundraise against our Discover and Health Intelligence strategies
- Increasing the visibility of our research and health intelligence activities, their outcomes and impact.

The Portfolio Officer will be comfortable taking on different projects, as required, often liaising with a diverse set of stakeholders and working under a matrix management structure.

Management and key relationships

Roles managed

None

Reports to	Research Liaison Manager
Key Relationships	<ul style="list-style-type: none"> • Research Directorate <ul style="list-style-type: none"> ○ Health Intelligence Manager/team ○ Research Programme Managers ○ Research Management team • Awards and Operations team • Income and Engagement teams <ul style="list-style-type: none"> ○ Stories and Information Officer (Discover) ○ Communications Manager ○ Strategic Partnerships team • Relevant stakeholder relationship owners across the organisation (e.g. Policy and Public Affairs, Services colleagues, Communications and Marketing, Digital) • People with Arthritis • Versus Arthritis Award holders

Main Responsibilities and Duties	
1	Support the Directorate to collate, develop and manage the charity's Research and Health Intelligence portfolios by building excellent knowledge of our current insight sources and use this knowledge to support colleagues find answers to their questions.
2	Support the team in the development of impact/intelligence stories and other content (e.g. reports and briefings for colleagues and committees) that bring insight from our research and health intelligence portfolio alive. This may include supporting work to organise and/or conduct survey work and collating outputs in a meaningful format.
4	Working with the Research and Health Intelligence teams, ensure that the needs of the organisation in relation to health intelligence are captured effectively. This includes organising internal workshops, events and discussions to support relevant projects, as well as strong day-to-day relationships with internal stakeholders.
5	To take a lead on managing and responding to queries related to our research impact and health and intelligence portfolios from across the charity. Gather impactful and engaging content in response to these queries.
6	To implement project management and planning resources to support the effective management of resources as relevant to active projects.
7	Work to individual performance objectives and seek the most effective and efficient ways to complete tasks and requests.

Criminal Record Check

Requirement

This role DOES NOT require a Criminal Record check.

Person specification

Knowledge, skills and experience: key requirements

Requirement		Evaluation Stage
1	Sound knowledge of a range of research methods, including: <ul style="list-style-type: none">• Research design• Questionnaire design• Sample selection• Data analysis from data tables	Application/ Interview
2	Proven ability to digest large amounts of information. Distil, simplify and clearly identify what is important.	Application/ Interview
3	High-quality verbal and written communication skills, including being able to communicate complex information and requirements to a wide range of audiences and stakeholders.	Application/ Interview
4	Excellent relationship building skills, and the ability to work collaboratively with colleagues at all levels of seniority.	Application/ Interview
5	Good information technology skills, including effective database/internet search techniques and significant experience of using Microsoft Office Packages (in particular Excel, Powerpoint).	Test
6	A flexible and collaborative approach, with ability to work closely and adaptively with immediate team and collaboratively across the organisation.	Application/ Interview
7	Proven ability to manage multiple projects, with the ability to prioritise and meet deadlines independently, including rapid turnaround requests.	Application/ Interview
6	Commitment to the charity's values and behaviours and overall mission.	Application/ Interview

Desirable requirements

Requirement

Evaluation Stage

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1	A degree or equivalent level of experience in scientific, medical or research related domains via the charity, commercial, health, higher education or publishing sectors.	Application/ Interview
2	Comfortable working with research related metrics and data, with some experience of understanding and preparing medical/scientific information for non-specialist audiences.	Application/ Interview

Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.