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.

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| Job title | Head of MSK Intelligence and Research Impact | Location | Hybrid office location (Chesterfield / London) with regular nationwide travel to VA offices and research centres |
| **Contract type** | Full-time (35 hours per week) | **Contract length** | Permanent |
| **Date** | November 2022 |  |  |

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| Context |
| We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, researchers, 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.Research is an important component in achieving this vision. Our Research and Health Intelligence (R&HI) Directorate develops and supports the charity’s £120m investment in cutting edge research, which will deliver greater impact for people living with arthritis sooner. Our research spans discovery, clinical and health service research. In 2021 Versus Arthritis launched its first Research Strategy, which lays out our vision for our ambition for the four year period 2022 – 2026. Increasing effort will be put into translating this investment and our health intelligence 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. The Directorate oversees the charity’s research growth, delivery, impact and health intelligence functions and portfolio. We also lead on the involvement of people with lived experience through the entire research pipeline. 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 our research strategy and commission research funding from the Versus Arthritis Awards Team to ensure the charity delivers the research and health intelligence 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 Versus Arthritis’ ambitions, research, strategy, policy, and services work to address growing health inequalities.  |

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| Main purpose of the role |
| The Head of MSK Intelligence and Research Impact will be a pivotal role in the Directorate and will help take an evidence-led, creative and proactive approach to seeking out and telling the story of our research and health intelligence, through data.The post-holder will lead two key functions within the Directorate and the wider organisation – Health Intelligence and Research Impact. Both are intricately connected and require complementary expertise. They will bring strong professional knowledge and experience in at least one area and demonstrable understanding of, and keen interest in, the other to successfully lead this portfolio.They will lead two parallel yet complementary teams – the Health Intelligence team and the Research Impact team, each consisting of a manager and two analysts, who together collate, analyse and/or evaluate data – be it from the wider MSK sector (e.g. disease prevalence, epidemiological, socioeconomic data) or data and evidence that evaluates the success of our research investments and, more broadly, our new Research Strategy. The teams jointly generate “intelligence” – to inform our funding activities, impact measures, influencing initiatives and campaigns. The post-holder will also embed the data pipeline for key indicators needed and communicate impacts to our key internal and external stakeholders. This will increase our credibility and reach into the research community and partner organisations, as well as our donors and supporters.  The post-holder will lead any specialist tasks and maintain proactive research evaluation and health intelligence services, collaborating and communicating across the charity to provide robust analytical results and scoping to support various projects and programmes in the Directorate and wider charity. This includes generating succinct evaluative and statistical performance/analytical reports to enable Versus Arthritis to clearly demonstrate, for example, the prevalence of MSK across UK, measuring health inequalities, impact of the charity’s research activity and impact to both internal and external audiences, and to provide an evidence base to support new initiatives.  The Head of MSK Intelligence and Research Impact will foster and manage external relationships with other organisations that specialise in epidemiology, health intelligence, research outputs and/or impacts.  Working effectively with others is essential to ensure our needs and priorities are represented, to share best practice and to be alert to new developments. To thrive in this role, the post-holder will need to be comfortable working with diverse sources of data, statistical and analytical tools. A good understanding and ability to review scientific and epidemiological data and make meaningful inferences would be required.Reporting to the Director of Research and Health Intelligence, the post-holder will be part of the Research and Health Intelligence Management team. They will work alongside a team of experts in strategy development, research delivery, awards and operations, research policy and translation, and will lead on delivering the Versus Arthritis research strategy and the wider organisational strategy. They will work with colleagues to increase our credibility and reach in the research community, partner organisations and our donors, supporters as well as other staff. They will also share responsibilities with other Heads in R&HI, as well as the Directorate Business Manager, to ensure the financial, risk and performance audits relevant to their team are completed to time and are high-quality.They will design and build new innovative mechanisms for leveraging funding, influence and support from these sectors. Working closely with colleagues in fundraising, content and brand, the post-holder will ensure story-telling and fundraising become an integral part of their team’s activities to enable us to continuously garner support and ensure sustainability of the Versus Arthritis mission.Within their portfolio, the post-holder will continue the work to embed high-quality, meaningful involvement of people with lived experience of arthritis and related conditions into all research and health intelligence activities at the charity so that what we do is more relevant, effective and credible.  |

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| Management and key relationships |
| **Roles managed** | Research Impact Manager, Health Intelligence Manager |
| **Reports to** | Director of Research and Health Intelligence |
| **Key Relationships** | Heads and Senior Manager: Heads and/or Senior Manager in Research, Awards and Operations, Governance, Policy, Services, Income and Engagement and Diversity and Inclusion: To ensure joined up working and information sharing, seeking and giving advise pertaining to the post-holder’s portfolio as relevant. a charity wide offer to our involved people. Research Managers, Research Portfolio Officers, Research Liaison Manager, Award Operations Officers: Regular interactions across teams in the planning and implementation of patient involvement in all initiatives, including the development of new activities and partnerships and dissemination activities. Research partners: Working in close collaboration with our research involvement network to support and enable them to participate fully and meaningfully.As member of the R & HI Management team, the post-holder may be required to deputise, as needed, for the Director of R&HI. |

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| Main Responsibilities and Duties |
|  | To oversee the development, analyses (quantitative and qualitative) and delivery of a pipeline of insightful data – from research impact to MSK health data, to better understand the outcomes and impact of the charity’s funded research portfolio as well as the impact of MSK conditions on the UK population.  |
| **2.** | Set up, lead and deliver the governance and operational processes to meet the organisation's internal and external needs for research impact and health intelligence data. This involves setting up and overseeing a business partnering approach with teams across the charity to understand needs and deliver effective support and information to colleagues, other strategic areas, projects and senior staff.  |
| **3.** | Working closely with the Research Liaison team, contributing to all communications channels including website to tell the story of our impacts, progress and outputs in compelling ways. This includes timely supply and approval of appropriate data to policy, communications and fundraising teams in particular to support their activities. |
| **4.** | Oversee the production of evaluative reports, infographics and fact sheets (print and online) to enable Versus Arthritis to clearly demonstrate its research and health intelligence activities and impacts to both internal and external audiences, and to provide an evidence base to support new initiatives across the organisation. This includes ensuring provision of any data needed for compliance internally or externally, for example, AMRC audit information, OHID, State of MSK health reports, annual charity or trustee reports.   |
| **5.** | Maintain and forge new relationships and collaborative working with key stakeholders in the sector, keeping knowledge and practice current. This includes external partner organisations within the musculoskeletal, wider medical research and statutory (e.g. UKRI, AMRC, third sector, OHID, NHS, DHSC, DWP) sectors, with a focus on impact, health-data policy, analyses, interpretation, translation, dissemination and communication. Perpetually look for and build new opportunities for collaboration and partnerships where Versus Arthritis can influence or leverage resources to benefit people with MSK conditions.  |
| **6.** | Provide effective operational leadership and strategic steer to the health intelligence and research impact teams including recruitment, line management, professional development and performance monitoring.  |
| **7.** | Proactively seeking information from within the charity and from external sources, using this awareness for continuous improvement of the team’s activities and service to the wider charity  |
| **8.** | Work collaboratively with other Heads across the Directorate to provide strong leadership and management, workload prioritisation and delivery, resource and financial planning to enable smooth functioning of the Directorate and delivery of its objectives. Undertake other tasks as necessary to contribute to the Research and Health Intelligence Directorate objectives and those of Versus Arthritis. |

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| Criminal Record Check |
| **Requirement** | This role DOES NOT require a Criminal Record check |

## Person specification

Knowledge, skills and experience: key requirements.

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| **Requirement** | **Evaluation Stage** |
| **1**  | A degree or qualification in a scientific discipline (e.g. biomedical / life sciences / population health). *\*The right candidate is likely to have a strong quantitative background* | Application |
| **2.** | Demonstrable experience and skills using statistical analysis tools with good qualitative and quantitative evaluation skills. Some knowledge of epidemiological research methodology and tools and/or experience of collating and evaluating large scale data sets from diverse sources (e.g. academic / research/ NHS / national and international datasets/ health and care records). | Application/ Interview |
| **3.** | Excellent numeracy, information technology, and good written and oral communication skills. Experience and evidence of synthesizing and communicating complex information and data to non-specialist audiences to achieve cut-through and engagement in graphical, written and oral formats.  | Application/ Assessment |
| **2**  | Understanding of public health issues and appreciation of the value of research in addressing them. Passionate about the value of involvement of lived experience and some experience or understanding of how to incorporate it in project life cycles. | Application/ Interview/ Assessment |
| **3**  | Demonstrable experience of providing thought leadership in one or all of the areas relevant to this role, i.e. impact and evaluation AND/OR health analyses and intelligence. | Application/Interview  |
| **4**  | Experience of leading and managing complex projects from scoping to delivery, within budget and to time, ensuring transparent and timely reporting as required. | Application/ Interview  |
| **5.** | Excellent financial management skills with experience of developing and delivering complex budgets, leading contract and procurement negotiations and ensuring timely delivery of any externally commissioned work. | Application/ Interview |
| **5**  | Highly interactive and able to operate confidently across a wide range of teams and individuals at all levels within the charity and externally. Self-sufficient, independent, resilient and able to cope with ambiguity.    | Application/ Interview |
| **6**  | Demonstrable team and line management skills, including overseeing team workplans, learning and development, performance reporting, alongside overall team wellbeing. | Application/ Interview  |

## Desirable requirements

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| Requirement | Evaluation Stage |
| **1.** | A Masters level or higher (e.g PhD) in a biomedical, life sciences or related fields (e.g. biostatistics, biology, public health, population health). | Application |
| **2.** | Knowledge or experience of Power BI as a tool to visualise and communicate data.  | Application/ Interview |
| **3.** | Experience in a research funding and/or service delivery organisation. | Application |
| **4.**  | Good knowledge of musculoskeletal disorders. | Application/ Interview |
| **5.** | Experience of fundraising and/or leveraging inward investment / income. | 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 behaviors 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.**