

## Role Profile

Details	
<b>Job title:</b>	Data, Evidence and Policy Manager (Maternity Cover – 12 months)
<b>Salary Band</b>	Manager
<b>Reporting to:</b>	Director of Research and Services
<b>Location:</b>	Normally Harrogate based with frequent travel across the Yorkshire Region. However, post is currently performed via remote home-based working as per government guidance during the pandemic
<b>Line reports:</b>	Two direct line reports
Purpose of the role	
<p>The Data, Evidence and Policy Manager will be responsible for:</p> <ul style="list-style-type: none"> <li>• Leading and managing the Data, Evidence and Policy team ensuring they are the cancer knowledge hub of the charity, through the collection and analysis of cancer data.</li> <li>• Monitoring and improving our understanding of the Yorkshire Cancer Landscape.</li> <li>• Development of policy positions relevant to achieving the strategy of the charity.</li> <li>• Supporting strategy development, funding decisions and development of external health related communications for the charity.</li> </ul>	
Key responsibilities	
<p>Lead and manage the Data, Evidence and Policy team to deliver the following key areas of work:</p> <p><b>Understanding the Yorkshire Cancer Landscape and Cancer Evidence</b></p> <ul style="list-style-type: none"> <li>• Collect and interpret information about cancer regionally and nationally, with the aid of the team, that accurately depicts and reflects the Yorkshire cancer landscape.</li> <li>• Use data and information to guide policy and strategic funding decisions.</li> <li>• Produce insightful and informed reports and recommendations, including for the aim of supporting external stakeholders with the aid of the team.</li> </ul> <p><b>Estimating and monitoring our impact &amp; supporting strategy development and delivery</b></p> <ul style="list-style-type: none"> <li>• Ensuring timely impact reporting within the charity through conducting:</li> </ul>	

- pre-funding impact assessments to determine the expected impact of projects before funding is agreed.
- ongoing impact assessments of funded awards as they progress to determine ongoing contribution to Impact KPIs.
- end-of-award impact reviews to determine actual impact against expected and overall contribution to the charity's Impact KPIs.
- Estimate potential future impact achievable by the charity and monitor progress towards the charity's overall impact KPIs.
- Support the development of services projects to ensure alignment with the charity's strategic aims.

### **Policy**

- Produce cancer-related policies and using these to influence internal and external stakeholders, as well as ensuring correct use of key messages in public facing health communications.
- Review evidence on topics to support the above but also other charitable activity and maintain knowledge of key policy issues across a range of topics.
- Oversee data and information requests from across the charity, specifically to support the Brand & Relationships and Research & Services teams.
- Undertake media interviews to support the charity's strategic aims and communicate key messages with the public.

### **Maintain and establish relationships with key stakeholders across Yorkshire and nationally**

- Maintain relationships with key stakeholders across Yorkshire and beyond including Cancer Alliances, bodies responsible for public health, and the Association of Medical Research Charities. Use these contacts to:
  - mutually share evidence, data, and policies.
  - identify strategic opportunities for collaboration.

### **Other**

- Undertake additional or other duties outside the key responsibilities as the charity may reasonably require.
- Work collaboratively across the charity to ensure the work of the Policy, Impact and Evidence Team is integrated across the organisation.

### **Qualifications**

- Degree in a relevant field (such those covering policy development, cancer or other diseases, public health or data analysis).
- Master's degree in a relevant subject is desirable, but not essential.

### **Knowledge and experience**

- At least 5 years' experience working with health-related data (or national and local data for another disease area).

- At least 3 years' experience managing a team in a health data related role.
- Experience of developing and maintaining strong relationships with a broad range of stakeholders.
- Experience of estimating the impact of planned/proposed activity against strategic aims.
- Experience of monitoring impact of charitable activity.
- Experience of analysing and interpreting data and evidence from a range of sources in a way that derives actionable insights and experience of tailoring these insights for different audiences.
- Knowledge and awareness of the cancer services landscape and publicly available cancer-related data is desirable but not essential.
- Experience of policy development and influencing external stakeholders.

### Skills and abilities

- Strong strategic and analytical skills, with the ability to plan strategically to work towards deliverable outcomes.
- Excellent organisational, project management and time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines with exceptional levels of accuracy maintained.
- Able to think creatively, linking data and evidence to the work of the charity, and identifying potential risks and opportunities.
- Excellent written and verbal communication skills, with a strong background in analysing and presenting complex information and communicating this to a range of audiences including health experts, scientists, patients and the wider public.
- Strong networking, influencing and relationship management skills, with the ability to inspire and motivate others, as well as the confidence and personal authority to work with external organisations.
- Excellent management skills and experience of line management within a small team.
- Able to problem solve and develop practical solutions.
- Good radio, tv and print media communication skills and able to represent the charity, including on potentially controversial topics.

### Values and behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values', see below)
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## Our Values

Values	Behaviours to be demonstrated
<b>DELIVER IMPACT</b>	<p><b>Drive for results:</b></p> <p>Searches out target audience intelligence to inform decisions, taking time to understand target audience requirements and insights.</p> <p>Thinks analytically about Key Performance Indicators (KPIs) and how to achieve them.</p> <p>Appropriately delegates responsibility to team members to deliver against goals and KPIs and supports them to achieve their targets.</p>
	<p><b>Efficiency:</b></p> <p>Understands the availability of resources, making and following plans to leverage these for best effect.</p> <p>Sets timescales and pushes to make things happen quickly and efficiently.</p>
<b>HAVE INTEGRITY</b>	<p><b>Honesty and respect:</b></p> <p>Earns the trust and respect of line reports, colleagues, and business contacts by being reliable and professional at all times.</p> <p>Represents Yorkshire Cancer Research values and behaviours through all contact with potential and existing suppliers.</p>
	<p><b>Courage and conviction:</b></p> <p>Is decisive in establishing clear priorities for self and team.</p> <p>Tough and resilient when dealing with change.</p>
<b>CHAMPION EXPERTISE</b>	<p><b>Continuous improvement and innovation:</b></p> <p>Uses data and facts – rather than anecdotes - to influence decision-making.</p> <p>Takes the initiative in identifying and embracing the opportunity for improvement and puts this firmly on the Yorkshire Cancer Research agenda.</p>
	<p><b>Governance / control:</b></p>

	<p>Contributes to the development of new processes and ways of working that address/meet relevant governance and control requirements.</p> <p>Follows the charity's ethical code of conduct and ensures suppliers do too.</p>
<p><b>ONE TEAM</b></p>	<p><b>Collaborative:</b></p> <p>Collaborates cross-functionally to facilitate high levels of organisational alignment.</p> <p>Develops and maintains a network of contacts outside and across Yorkshire Cancer Research.</p>
	<p><b>Leadership:</b></p> <p>Is a role model for Yorkshire Cancer Research Values.</p> <p>Builds an effective, collaborative team.</p> <p>Provides clear, consistent messages about the direction of Yorkshire Cancer Research.</p> <p>Identifies and addresses team member's development needs.</p> <p>Actively supports change.</p> <p>Encourages and allows people to take responsibility and exercise initiative.</p>