Role Profile

Details	
Job Title:	**Digital Delivery Officer**
Job Grade:	**Officer**
Reports to:	**Digital & Technology Manager**
Based in:	**Harrogate, North Yorkshire**
Hours:	**Full time, 37 hours**

Overall purpose

The Digital & Technology team was formed in late 2019 with very clear goals and objectives.

We're on a mission to transform the Charity's digital and technology capabilities and we're looking for a new member of the team to help us do this.

We look after IT, Digital Infrastructure and Cyber Security and our purpose is to provide digital systems, tools, and capabilities to enable our colleagues, volunteers and other stakeholders to be the best they can be and ultimately help the Charity delivery against its strategy – to reduce cancer deaths in Yorkshire by 2000 by 2025.

This role will support and lead the delivery of digital and technology projects. This includes assisting in the development and delivery of the digital roadmap, coordinating and leading on digital and technology projects and supporting all departments in the discovery and implementation of digital enablers and innovative solutions.

This is an exciting new role within Yorkshire Cancer Research's expanding Digital team and an excellent opportunity to join the Charity at a time of growth and rapid digital transformation. The successful applicant will possess solid digital experience and skills and will be able to grow and develop in the role, whilst influencing and guiding the digital and technological direction of the Charity.

Key responsibilities

Supporting Delivery of the Digital Strategy and Roadmap

We've worked hard to develop a Digital Strategy and Roadmap and this is continuously developed and delivered against through consultation with key stakeholders.

- You'll work with the relevant Digital team members and/or other teams to support the establishment of digital/technology projects and initiatives on the digital roadmap including planning, benefits articulation and requirements gathering.
- You'll assist and sometimes lead in research and preparation of reports on required topics to inform the digital strategy and roadmap.
- You'll support the development and delivery of the digital strategy and roadmap through cross functional consultation and collaboration.

- You'll work closely with the Head of Digital and the Digital & Technology Manager to promote lean, iterative, collaborative, matrix and user-centric planning and working practices within digital project teams.
- You'll support the preparation and delivery of relevant training to enhance the digital skills and capabilities across the Charity.

Enable your colleagues and stakeholders

A key objective for you and the whole Digital Team is to provide digital enablers for all stakeholders.

- You'll work with colleagues across the charity to understand their challenges.
- You'll work with your colleagues in Digital & Technology to find digital solutions to those challenges where appropriate.
- You'll naturally have a mindset that is always thinking about how technology might help your colleagues deliver more.
- You'll aim to digitise paper-based processes and apply technology solutions to common issues.

Find innovative solutions

We're an organisation with an eye on the future and we're driven as a team to help our colleagues find the best technology and digital solutions to help them reach their goals.

- You'll be assigned to project teams and working groups to provide expertise and understand needs and facilitate requirements gathering.
- You'll facilitate workshops and creative sessions to understand problem statements.
- You'll be comfortable writing up requirements and creating scorecards to help colleague assess solutions.
- You'll spend time seeking out solutions, watching demos and shortlisting options.
- You'll use your communication and writing skills to create options papers, business cases, presentations on recommendation solutions.
- You'll be happy to present your ideas and findings to a varied audience of stakeholders.

Manage projects and deliver change

Any projects involving Digital or Technology will have a member of the team assigned to it to help provide support and act as a subject matter expert. We also initiate projects ourselves in which case we lead.

- You'll use your previous project management or digital delivery experience to support the project lead on any project assigned where needed.
- You'll lead on some digital projects where appropriate, covering all aspects of project management and delivery.
- You support the D&T Manager and Head of Digital on projects they are leading, helping with project administration and support if needed.
- You'll be happy to gather requirements, agree project scope, create plans and workstreams, run project team meetings, assign tasks etc.
- You will be involved in all aspects of project management.
- You'll run trials and proof of concepts where needed to help with requirement gathering and fast delivery

Keep the Charity safe

It's the Digital & Technology teams' job to ensure we are cyber secure and digitally resilient.

- You'll keep up to date on the latest developments in the cyber security landscape and contribute to the planning and delivery of activities and initiatives to keep us secure.
- You'll make sure in all technology and digital products and service that you deliver that cyber security has been a key consideration.
- You'll support the Head of Digital and the Digital & Technology Manager in the creation, delivery and communication of training materials for all staff in relation to cyber security and engage in cyber security exercises where requested.

Team Collaboration

We're an organisation with our values at the heart of everything that we do.

- You'll help to establish and maintain a supportive and stimulating working environment within the Digital team and project teams that generates high capability, autonomy, collaboration, trust, high performance and efficient, effective delivery.
- You'll support other teams as necessary to achieve charity-wide goals and priorities.
- You'll represent the Digital team as and when required in a professional, friendly and collaborative manner.
- You'll be happy to roll up your sleeves and undertake other duties relevant to the purpose of the role and the team as requested by the Digital & Technology Manager and/or the Head of Digital.

Qualifications

Essential:
- Evidence of continuous professional development relevant to the role and level.

Desirable:
- Bachelor's degree or equivalent in a relevant subject area or proven experience in a similar role at a similar level.

Knowledge and experience

Essential:
- Proven experience of working in a digital and technology role at a similar level.
- A comprehensive understanding of the digital and technology landscape.
- Experience of working on multiple projects within a project management or delivery environment, particularly in digital or technology field.
- Excellent track record of contributing to the delivery of multiple/varied digital or technology projects and/or services.
- Experience of stakeholder management at all levels.
- A good understanding of digital transformation.

Desirable:
- Experience delivering or contributing to IT projects
- An understanding of Cyber Security.
- Experience of managing relationships with third parties.

Skills and abilities

Essential:
- Strong digital and IT skills including Office 365 and collaboration tools.
- Excellent written communication skills and the ability to succinctly communicate complex ideas to a wide range of audiences.
- Exceptional networking and interpersonal skills with an ability to engage with a wide range of internal and external stakeholders.
- Excellent organisational skills, including time management skills and the ability to prioritise workload to meet deadlines and manage multiple workstreams on an ongoing basis.
- Able to develop reports and present complex information to range of stakeholders.
- Able to carry out research and analysis and document and/or present.
- Able to work efficiently both autonomously and as part of a team.
- Able to adapt to fast-moving situations.

Other requirements
- Proof of your eligibility to work in the UK.
- Professional qualification check and DBS check (to be undertaken once the role is offered and accepted).

Values and Behaviours

Essential:
- A demonstrable passion for digital and technology.
- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' included in this pack).
- A dedicated and respected team player creating effective working relationships with others.
- Resilient, flexible and comfortable with changing environments.
- A relentless commitment to continuous improvement and a passion for excellence.
- An excellent attention to detail.

Our Values

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

		Follows the Charity's ethical code of conduct and ensures suppliers do too.
ONE TEAM	**Collaborative:**	
	Collaborates cross-functionally to facilitate high levels of organisational alignment.	
	Develops and maintains a network of contacts outside and across Yorkshire Cancer Research.	
	Leadership:	
	Is a role model for Yorkshire Cancer Research values.	
	Builds an effective, collaborative team.	
	Provides clear, consistent messages about the direction of Yorkshire Cancer Research.	
	Identifies and addresses team member's development needs.	
	Actively supports change.	
	Encourages and allows people to take responsibility and exercise initiative.	

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the Charity)

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Charity collect?

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment , including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers , information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Charity process personal data?

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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