

Role Profile

Details	
Job title:	Cancer Insight Manager (Maternity Cover – 12 months)
Salary:	Manager Band
Reporting to:	Director of Research and Services
Location:	Harrogate with frequent travel across the Yorkshire Region
Line reports:	Two direct line reports
Purpose of the role	
<p>The Cancer Insight Manager will be responsible for:</p> <ul style="list-style-type: none"> • Leading and managing the Cancer Insight team and for ensuring they are the cancer and impact knowledge hub of the charity, through the collection and analysis of cancer data. • Monitoring and improving our understanding of the Yorkshire Cancer Landscape. • Development of policy positions relevant to achieving the strategy of the charity. • Supporting strategy development, funding decisions and development of external health related communications for the charity. 	
Key responsibilities	
<p>Lead and manage the Cancer Insight team to deliver the following key areas of work:</p> <p>Understanding the Yorkshire Cancer Landscape and Cancer Evidence</p> <ul style="list-style-type: none"> • Collect and interpret information about cancer regionally and nationally, with the aid of the team, that accurately depicts and reflects the Yorkshire cancer landscape. • Use data and information to guide strategic funding decisions. • Produce insightful and informed reports and recommendations, including for the aim of supporting external stakeholders with the aid of the team. <p>Estimating and monitoring our impact & supporting strategy development and delivery</p> <ul style="list-style-type: none"> • Develop and implement impact reporting within the charity through conducting: <ul style="list-style-type: none"> ○ pre-award impact assessments to determine the expected impact of projects before funding is agreed. ○ ongoing impact assessments of 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. • Create models to estimate potential future impact achievable by the charity and monitor progress towards the charity’s Impact KPIs. • Support the development of services projects to ensure alignment with the charity’s strategic aims, for example involvement in service KPI setting to ensure clear alignment with the charity’s impact KPIs. 	

Policy & Communications

- 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 Cancer Insight Team is integrated across the organisation.

Qualifications

- Degree in a relevant field (such those covering 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 cancer 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 creating models to estimate the impact of planned/proposed activity against strategic aims.
- Experience of impact monitoring and how this can be used to assess the impact of the charity's completed, current, and future work.
- 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.
- 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' included in this pack).

Our Values

Values	Behaviours to be demonstrated
DELIVER IMPACT	<p>Drive for results:</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>Efficiency:</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>
HAVE INTEGRITY	<p>Honesty and respect:</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>Courage and conviction:</p> <p>Is decisive in establishing clear priorities for self and team.</p> <p>Tough and resilient when dealing with change.</p>
CHAMPION EXPERTISE	<p>Continuous improvement and innovation:</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>Governance / control:</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>

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.