

Details

Job title:	Data and Information Intern
Reporting to:	Cancer Insight Manager
Location:	Harrogate
Contract type:	12 month (Year in Industry Placement), 37 hours

Overall purpose of the role

It is the Data and Information Intern's role to provide support to the Cancer Insight Team in order to maintain and further develop the charity's knowledge and understanding of the Yorkshire cancer landscape.

The successful applicant should have a strong background in data analysis and information interpretation, have excellent written communication skills, and be able to conduct thorough literature reviews.

Key responsibilities

- Support the maintenance of a portfolio of regularly updated external data, facts, statistics and evidence relevant to cancer in Yorkshire.
- Support the Cancer Insight Team to interpret, analyse and present external data and statistics for use by internal and external stakeholders.
- Assist in the preparation of data requests and summary reports from across the charity - these will largely be to support the Research & Services, and Brand & Relationships teams, and could include data and information for press releases, social media, presentations, policy position statements, and planning of future work and priority areas.
- Assist in the preparation of reports relating to external data requests.
- Regularly communicate the latest news and evidence to the charity on topics of interest.
- Conduct literature reviews on areas of interest to the charity.
- Take part in events and charity related projects.

Other responsibilities

- To undertake additional or other duties outside the key responsibilities as the charity may reasonably require.

Qualifications

- Currently a second year student undertaking a degree in a relevant subject such as a science or health/medical related degree, with the option to complete a Year in Industry placement.

Knowledge and experience

- A strong background in data analysis, including use of Excel and other statistical software such as SPSS or Stata to perform statistical tests.
- Experience of analysing datasets to highlight useful trends and statistics.
- Experience of interpreting and presenting complex information and communicating this to a range of audiences such as health experts, scientists, patients and the wider public.
- Experience of using multiple sources to write informative reports and summaries for a variety of audiences.
- An understanding of the health information environment and knowledge of cancer data sources and regional issues is desirable.
- Experience of using PubMed and other research literature databases.
- Experience of working in or with the charity sector desirable.
- Experience of defining and achieving clear objectives desirable.
- Commitment to the values and strategic direction of Yorkshire Cancer Research.

Skills and abilities

- Strategic thinker with strong analytical, judgement and decision-making skills.
- Excellent organisational and time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines.
- Able to work autonomously and as part of a team, using own initiative and being proactive. Able to build effective relationships across the organisation.
- Strong IT skills including MS Office (Word, Excel, Outlook, PowerPoint)
- Strong written and verbal communication skills.
- Excellent attention to detail and highly accurate when working with large data sets.
- Motivated to succeed.

Values and behaviours

- 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.
- Comfortable with challenging and changing environments and demonstrates resilience.
- A relentless commitment to continuous improvement.
- A passion for excellence.

Other requirements

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

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	<p>Collaborative:</p> <p>Collaborates cross-functionally to facilitate high levels of organisational alignment.</p>

	Develops and maintains a network of contacts outside and across Yorkshire Cancer Research.
	<p>Leadership:</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>