

HDRUK

Health Data Research UK

Candidate information pack Appointment of Chair and Deputy Chair

March 2023

Reference: ABICA

An introduction

Health care internationally is on the cusp of the 4th Industrial Revolution. Health Data Research UK (HDR UK) is the UK's national institute for health data science. We are uniting the UK's data to enable discoveries that improve people's lives. Our vision is for large-scale data and advanced analytics to benefit every patient interaction, clinical trial and biomedical discovery, and to enhance public health.

Health data research is a way of gathering, analysing and linking information about people and their health to improve healthcare for all. Using health data for research helps us better understand diseases and health conditions, such as understanding their causes and symptoms or knowing how many people are affected. It provides new ways of identifying people most at risk of becoming ill, diagnosing diseases earlier, and providing better care and treatment. And it helps health services to run more efficiently and effectively, so everyone can get the care that they need.

Health data research has huge potential to transform healthcare, now and in the future. The Institute played a major role in the COVID-19 pandemic by working with the NHS and collaborators internationally helping scientists and doctors understand more about this new disease, identifying which drugs are effective and enabling the NHS and policy-makers to respond to the challenge.

At HDR UK, our work spans academia, healthcare, industry, charities plus patients and the public. Our colleagues include leading experts in health data research and innovation. We work together to develop and apply cutting-edge approaches to clinical, biological, genomic and other multi-dimensional health data, addressing the most pressing health research, and to provide training and education. We are an independent, registered charity supported by 10 funders, including the British Heart Foundation, Cancer Research UK, NIHR and the Medical Research Council and working across 31 Universities and Research Institutes within the UK, with our Central Team based in London. International work spans 60 countries and is supported by the Bill and Melinda Gates Foundation





The opportunity

HDR UK has a critical role to play in the acceleration of innovation and improvement in health outcomes through access to large scale data and advanced analytics. HDR UK has grown rapidly over the last five years and had remarkable success in establishing data infrastructure and enabling research with the health records for 66 million people across the UK. Moving into a new phase, we now need to speed access to large-scale data, scale up our partnerships and earn the trust of public and patients in order to create the impact on health and wellbeing that matches our ambitious vision. Over the next 2 years, the Trustee Board, under the leadership of the new Chair, will also need to evolve as several highly experienced and influential Trustees reach the end of their term. We will be looking to identify a new Chair to take the organisation forward, with a Deputy Chair joining and providing support to the Chair and the rest of the Board going forward.

The role of the Chair

Main Duties & Responsibilities

Leadership

- Lead, coordinate and facilitate development of a clear strategy and strategic priorities for HDR UK
- Provide leadership, coaching, feedback and support to the Director
- Uphold and role model the values of HDR UK, including promoting equality, diversity and inclusion for all its stakeholders

Sustainable Delivery

- Lead oversight and assurance to ensure that decisions taken at Board meetings are implemented effectively
- In conjunction with the Nominations Committee, ensure the Director has clear performance goals and objectives
- Lead Board-level scrutiny, challenge and support to ensure delivery of strategic priorities, including holding the Director accountable for effective management of the organisation and programme delivery

Governance & Risk Management

- Ensure there is a robust and appropriate framework and process for identification of current and emerging risks, risk appetite and controls within HDR UK
- In conjunction with the Audit and Risk Committee, ensure systematic review, challenge and remediation of risks
- Work with the Company Secretary, ensure appropriate and robust processes, controls and governance are in place to support the Trustee Board

Representation & Influence

- Represent and advocate for HDR UK, supporting the Director, Trustee Board Members and senior management in developing influential relationships and partnerships with key stakeholders
- Support the Director in developing and delivering a strategic external communications, partnership and stakeholder management plan to increase profile, influence and funding opportunities
- Act as a spokesperson for HDR UK with multiple stakeholder groups including media, government, regulators, partners, researchers and funding groups

The role of the Deputy Chair

Main Duties & Responsibilities

Leadership

- Assist and support the Chair in providing leadership to the Board, through the governance arrangements that are in place
- Contribute to the development of a clear strategy and strategic priorities for HDR UK
- Support and act as a 'sounding board' for the Chair in the execution of their role, and provide excellent judgement for the Board as a whole
- Uphold and role model the values of HDR UK, including promoting equality, diversity and inclusion for all its stakeholders
- Chairing board and general meetings in the absence of the Chair

Sustainable Delivery

- Provide oversight and assurance to ensure that decisions taken at Board meetings are implemented effectively
- Contribute to Board-level scrutiny, challenge and support to ensure delivery of strategic priorities, including holding the Senior Leadership Team accountable for effective management of the organisation and programme delivery

Governance & Risk Management

- Promoting the highest standards of corporate governance, ensuring there is a robust and appropriate framework and process for identification of current and emerging risks, risk appetite and controls within HDR UK
- Work with the Company Secretary, ensure appropriate and robust processes, controls and governance are in place to support the Trustee Board

Representation & Influence

- Be able to represent and advocate for HDR UK, supporting the Director, Trustee Board Members and senior management in developing influential relationships and partnerships with key stakeholders where necessary
- Act as a spokesperson for HDR UK where needed with multiple stakeholder groups including media, government, regulators, partners, researchers and funding groups



Person specification for the Chair

The successful candidate will bring the following:

Knowledge and experience:

- Proven experience as a Chair, and experience in one or more complex organisations undergoing organisational and cultural change and building high performing board teams
- Experience leading a commercial organisation through the practical translation of research into commercial innovation, while not essential, is highly desirable

Skills, abilities, and personal qualities:

- Effective chair of meetings; willingness to convene, listen and facilitate open discussion before moving to decision
- Excellent communication and interpersonal skills, and demonstrable ability to build and develop effective working relationships with a diverse set of stakeholders across academia, commercial, public and third sectors
- High level influencing skills and credibility with senior government, policy makers and public/private partners
- Decisiveness, authenticity, integrity and passion for the work of HDR UK
- Demonstrate a clear commitment to HDR UK's values, including equality, diversity, and inclusion, in relation to every aspect of the Institute's activity and more widely as the national institute for health data research

Person specification for the Deputy Chair

The successful candidate will bring the following:

Knowledge and experience:

- Proven non-executive experience of one or more complex organisations undergoing organisational and cultural change and building high performing board teams

Skills, abilities, and personal qualities:

- Excellent communication and interpersonal skills, and demonstrable ability to build and develop effective working relationships with a diverse set of stakeholders across academia, commercial, public and third sectors
- Exceptional judgement and the ability to act with impartiality and integrity in delivering the role of Deputy Chair
- High level influencing skills and credibility with senior government, policy makers and public/private partners
- Decisiveness, authenticity, integrity and passion for the work of HDR UK
- Willingness to convene, listen and facilitate open discussion before moving to decision
- Demonstrate a clear commitment to HDR UK's values, including equality, diversity, and inclusion, in relation to every aspect of the Institute's activity and more widely as the national institute for health data research



Our values

We work together with common values of **T**ransparency, **O**ptimism, **R**espect, **C**ourage and **H**umility (**TORCH**).



Terms of appointment

The role of Chair is unremunerated although reasonable expenses may be paid. A detailed breakdown of formal and anticipated commitments is included in Appendix 1 but in summary approximately 3-4 days per month. We anticipate the commitment of the Deputy Chair to be less, at around c.2 days per month.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Health Data Research UK on this appointment. Candidates should apply for this role through our website at www.saxbam.com/appointments using code **ABICA**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form. **The closing date for applications is noon on 17 April 2023.**

We encourage applicants, where they feel they meet the person specification and are able to contribute the time to the role, to apply for both positions. We welcome applicants to do so, and will consider both pools of applicants together.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to GDPR guidelines, Saxton Bampfylde is only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



Appendix 1: Time Commitment for the Chair position

Event	Frequency & Duration	Location
HDR UK Board meetings	Quarterly: March, June, September and December. Optional lunch at 13.00. Meeting starts at 14.00 and ends at 17.00	3 meetings per annum, to be held at the Wellcome Trust, London. 1 meeting per annum, to be held at a national centre of excellence.
Bi-weekly meetings with HDR UK Director, Deputy Director, Head of Legal, Trust & Ethics and Company Secretary	One 30-minute meeting per fortnight.	Virtual meeting
Board away days	2 full days per annum.	TBC. The last away day was held in Kensington, London
Meeting preparation and pre-reading	4 times per annum for Board meetings, for 3 – 4 hours Additional reading for away days, if necessary. However, this is usually minimal, if required.	
Events & conferences	Approximately 4 times per annum. The duration will depend on the event.	Nationally
Dinners	Approximately 4 per annum, with each lasting approximately 2 – 3 hours.	Typically in London, but could be anywhere nationally.
Strategic & Partnership Discussions	Approximately 4 days per annum	Nationally and/or virtually
Total	3 - 4 days per month	

Saxton Bampfylde

The logo features a white, elegant, curved line that starts under the 'S' and sweeps under the 'y' in 'Bampfylde'.

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