UK-MED

Senior Data and Information Management Officer – Ukraine

Candidate Information Pack

November 2022

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Introduction

This is an exciting time to join UK-Med. We have expanded significantly over the last few years and have an ambitious strategy in place for growth.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time. The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we work together to:

- **Respond** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.

- **Prepare** health staff through training and capacity building, enabling health services to be better prepared for emergencies.

- **Learn** and share learning worldwide through our academic partners, ensuring patients get the best care.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 10,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organization. A month later, we were formally appointed to provide EMT services for the UK government. As such we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

UK-MED

Advert

Role: Senior Data and Information Management Officer
Hours: Full time, with some weekend and evening working required to support the humanitarian programme delivery
Remuneration: Up to £3500 per month (dependent on experience)
Duration: 3 months initially – ideally open to longer period.
Location: Ukraine

This role is part of our Ukraine Programme and will be carried out within Ukraine

Applicants must have an existing right to enter Schengen Zone countries in order to transit to Ukraine e.g. citizenship/residence of a Schengen Zone country, or an ETIAS eligible country (https://www.etiasvisa.com/etias-requirements).

Do you have experience in development and implementation of population database system and familiar with statistical tools and applications of statistical theory and techniques in managing data collection?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years towards a world where everyone has the healthcare they need when crises or disasters hit.

We are looking for an experienced Senior Data and Information Management Officer who will be able to work closely with our Medical Coordinator and Medical Team Lead to provide assistance and support the needs of the Ukrainian population based on both internal needs assessment, Ministry of Health in country and WHO health assessments.

You will support in strengthening the Data management systems for UK-Med programme in Ukraine. This includes to oversee the development and use of health data tools and systems to support the health data management in communities served by the in country mobile clinics in different Oblasts in country and the surgical field activities, in response to the internal displacement/refugee crisis due to the ongoing conflict, and to help to strengthen dialogue between the UK-Med medical staff and the communities served.

The work of the Senior Data and Information Management Officer might be located in different areas, based on the needs and as defined by the Medical Coordinator of the mission and the Health Advisor for Ukraine at HQ.

You will have a positive and flexible problem-solving approach and be willing, able, and ready to deploy to support all UK-Med programmes and projects.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference.

How to apply

To apply, please submit a **current CV and a supporting letter** (no more than 2 pages) that includes a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification.

Applications must be submitted through our **online jobs portal** no later than **25th November 2022**.

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero-tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

About UK-Med

UK-Med (www.uk-med.org)

We train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DFID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters anywhere in the world within twenty-four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

UK-Med Vision, Mission and Values

Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

We Value:

Excellence
We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

Determination
We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way we'll find it. We don't give up easily.

Compassion
We care about people. The health and wellbeing of our patients and our people is central to everything we do.

Learning
We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

Collaboration
Working in partnership with stakeholders, communities and colleagues is key to the success of our work.
We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to changes in need.

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Job Description

Senior Data and Information Management Officer

Job Title	Senior Data and Information Management Officer
Reports to	MEAL Manager
Duration	3 months initially – ideally open to longer period
Place of work	Ukraine

Purpose of role

- Creating and implementing policies and procedures for effective data management.

- Formulating management techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of health data (Data collection, analysis, reporting, monitoring and evaluation processes with attention to security and confidentiality)

- Devising and implementing efficient and secure procedures for data management and analysis with attention to all technical aspects and in country resources.

Key responsibilities

1	Develop an assessment and plan of action for the Data Management and development of a Health Information system for Ukraine focusing on Data collection, analysis, reporting, monitoring and evaluation processes, in line with Country programme priorities and Health Advisor recommendations
2	Create, review, and adapt data collection tools according to the project indicators, and coordinating the development, implementation and follow up of Standard Operating Procedures (SOPs) for documentation.
3	Develop Standard Operating Procedures (SOPs) for documentation and implement data quality assurance methods to ensure good performance of the activities and reliability of the information, treating with respect and confidentiality all patient information
4	Provide technical support to the medical team and data entry staff in the implementation of routine data recording, collection, and entry for the selected project indicators in clinics and/or hospitals and/or health centres. Organizing and implementing or providing technical support in the establishment of monitoring tools for new activities as initiated in the project.
5	Provide training to Data clerks/ officers in line with the above point.
6	Where required, implementing detailed analysis of recorder data for key indicators for the project to facilitate the definition, redefinition or reorientation of project activity – share input with Medical Coordinator and MEAL Manager.
7	Following analysis, identifying, and reporting any new and interesting indicators for review with the medical team for potential follow up where relevant.

8	Supporting work of the data team personnel for quality assurance, including identification of training needs and providing coaching for the staff on issues related to data.
9	Planning and supervising, with support of the HR department, any associated HR processes (recruitment, training/induction, evaluation, potential detection, motivation, development) of the data team in order to ensure having the appropriate team in terms of size, capabilities and skills, if requested by the in-country Medical Coordinator.
10	Participating in meetings and/or trainings as requested/scheduled by manager (UK-MED internal meetings and/or trainings, and local, regional, or international meetings and/or trainings).
11	On a weekly and monthly basis and in collaboration with the medical team, support the preparation and submission of summary reports on analysed data for UK-Med Health programme, liaising closely with Medical Coordinator and MEAL manager.
12	Performing additional activities whenever needed and as requested by the supervisor.

Safeguarding

13	Comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
14	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.

General duties

15	To ensure and promote Equality, Diversity, and Inclusion (EDI) in line with UK-Med's EDI Policy.
16	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
17	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
18	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
19	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
20	Treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
21	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

Person Specification

Senior Data and Information Management Officer

	Qualifications / Professional Memberships	
Q1	Qualification or equivalent experience in Information Systems and Technology, Computer Science, or a related field from an accredited academic institution with three years of relevant experience.	Essential
Q2	Experience in reporting and liaising with government authorities advantageous, preferably within the international humanitarian field.	Essential
	Knowledge, Skills, and Experience	
S1	Familiar with statistical tools and applications of statistical theory and techniques in managing data collection.	Essential
S2	Proficiency in Adobe Suite – Illustrator, Photoshop, InDesign, etc. is an advantage. Requires the technical skills to use design software programs mentioned above and possess a general interest and aptitude for learning new technology	Essential
S3	Ability to compile and holistically analyse diverse datasets	Essential
S4	Knowledge in advanced data visualization and information design skills	Essential
S5	Experience in database management, data analysis and GIS	Essential
S6	Knowledge of data protection guidelines and principles	Essential
S7	Excellent communication skills, efficiency, and flexibility	Essential
S8	Good knowledge of, and experience in, the culture and traditions of their country.	Essential
S9	Fluency in English (oral and written) is required	Essential
S10	Additional languages, especially Ukrainian and/or Russian	Desirable
S11	In-depth knowledge of the latest technological developments in information technology and proven skills in analysing statistical information.	Essential
	Personal Attributes	
1	Highest standards of integrity and professional conduct	Essential
2	Strong organisational and leadership skills, complemented by sound management abilities	Essential
3	Excellent interpersonal skills and team working skills	Essential

4	A positive and flexible problem-solving approach	Essential
5	Excellent time and task management skills with the ability to balance a full and dynamic workload.	Essential
6	Willingness and ability to pass clearance checks and undertake overseas travel and deploy to humanitarian emergencies.	Essential
7	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
8	Ability to work independently.	Essential

Practical requirements

9	Ability to travel internationally to any of the UK-Med response including Ukraine and or to various field offices.	Essential
10	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
11	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

Key terms and benefits

Salary: Up to £3500 per month (dependent on experience)

Working hours: Full time, with some weekend and evening working required to support the humanitarian programme delivery

Annual Leave: 33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be

Safeguarding: To ensure the suitability for the role's work with both adults and children, and/or work within regulated environments (CAA, MRHA) an assessment of suitability for this work will be completed which will include DBS / police checks. For work in some countries or funded by some donors we will also run a comprehensive sanctions / suitable person check.

Health and medical Suitability for this work is a condition of employment. Health clearance as 'fit to deploy' by our occupational health provider is an essential requirement for deployment in this role.

Professional Requirements: Registration with professional body

Term of contract: 3 months initially, ideally open to longer period.

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Building a **world** prepared to **help**