

UK Kidney Association Job description

Job title:	Data Manager
Department:	Data Team, Operations
Reports to:	Data Manager Lead

General information

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association (UKKA) is the leading professional body for the UK renal community. We welcome members working in clinical renal care, treating and caring for people with kidney disease, and those working in research, or related sciences and fields.

The UK Renal Registry is the part of the UKKA responsible for the collection, analysis, management and development of a high quality clinical renal database. We use data submitted from the 71 adult and 13 paediatric renal centres across the country to create the database. The information, in the form of data and reports, is a shared resource used to develop research into kidney disease to improve the quality of care for renal patients.

Job Purpose

To work closely with other members of the UKRR to achieve core functions:

- Build and maintain productive relationships with key stakeholders, primarily renal centres and systems suppliers, to enable effective management of registry datasets, including AKI, dialysis access, adult and paediatric renal data.
- Ensure that all data is collected, validated and loaded onto the UKRR databases within the specified timescales.
- Liaise with data providers including renal centres, laboratories and other associated parties in the UK to resolve queries and to improve the data quality from those organisations.

Responsible for

Criteria	Measure	Comments
Staff		None
Budget		None
Equipment		None
Data collection	70+ renal units And 100+ laboratories	Timely data collection and accurate validation. Work shared between team members.

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Key Working Relationships

Contact	Relationship to
Management	Provide information and assistance.
Data Manager Lead	Line Management, supervision and allocation of work to Data Managers. Escalate problems to.
Data Manager(s)	Team colleagues/ assistance with daily duties
Statisticians	Assistance with data queries
Systems Team	Provide information/liaise with team members to resolve issues that arise using validation software
Registrar(s) and Medical Director	Assistance with data queries
Author(s)	None
Dept of Health	None
Information Centre	None
NBT	None
Data providers including renal centres, laboratories and other associated parties	Build relationships to facilitate delivery of role.

Main Duties

Operational Role

1. Work closely with other members of the data team to ensure that core functions are achieved.
2. Process data files through the UKRR data validation routines.
3. Correct data errors highlighted by the data validation routines to ensure submitted data are accurate.
4. Monitor, audit and advise on the quality of data received from data providers including renal centres, laboratories and other associated parties with the aim of reducing the number of queries.
5. Chase up missing data from data providers including renal centres, laboratories and other associated parties to ensure the UKRR data collection is delivered according to agreed timescales and quality.
6. Resolve data discrepancies identified by audit routines to ensure data accuracy.
7. Advise on the co-ordination and development of data collection to improve communication channels between the UKRR and data providers, including renal centres, laboratories and other associated parties and to develop good relationships with these organisations.
8. Develop and implement best practice.
9. Document working practices ensuring complete and accurate records of all work undertaken, thus enabling work to continue effectively to cover periods of absence.
10. Produce presentations on behalf of the data team as required.
11. Attend UKRR and UKKA meetings, on and off-site.
12. Visit relevant organisations as required.
13. Ensure that patient and centre confidentiality is respected and that there is compliance with Data Protection requirements and legislation.

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14. Undertake work as specified on internal and external projects to further the work and reputation of the UKRR and UKKA.
15. Undertake any other occasional or ad hoc duties as required by management.

Line Role

1. None

The postholder is expected to undertake any other duties commensurate with the grade.

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Person specification

Qualifications	Essential/Desirable
Grade 4-9 Maths GCSE (or equivalent to level 2 qualification)	E
Grade 4-9 English GCSE (or equivalent to level 2 qualification)	E
A levels (or equivalent level 3-4 qualification or level of experience)	D
ECDL or other IT qualification	D

Experience/skills/knowledge	Essential/Desirable
Sound working knowledge of MS Office applications, especially Word, Excel and Outlook	E
Proactive approach, combined with the ability to respond to situations with speed and accuracy	E
Ability to maintain a high standard of accuracy and concentration whilst working with detailed data	E
Ability to use initiative to proactively solve problems	E
Tenacious and thorough, addressing and resolving errors as necessary	E
Able to work under pressure and to deadlines	E
High level of interpersonal skills with proven ability to communicate effectively with a wide range of stakeholders at all levels	E
Planning and organisational skills	E
Time management/diary management skills	E
Dependable	E
Excellent written and verbal communication skills	E
Evidence of excellent team working approach	E
Evidence of excellent data processing skills	E
Negotiating/influencing	D
Presenting	D
Working knowledge of Microsoft PowerPoint and Access	D
Procedure writing	D

Other knowledge

Knowledge	Essential/Desirable
ICT understanding and experience	E
Systems and/or data audit	E
Health and Safety awareness	D
Renal terminology	D

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Other Relevant Information

Travel requirements

Some UK travel may be required together with overnight stays.

Equality & Diversity Aims

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Risk Management

Staff at all levels have a responsibility for ensuring that risks are managed, as an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and to co-operate with any investigations undertaken.

Health and Safety

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to report all accidents to the General Manager.

Information Security and Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 2018 unless explicit written consent has been given by the person identified, or where information sharing protocols allows it.

General Information

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

Approved by:

Date:

Accepted by:

Date:

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