Assignment Brief



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| **Job Title** | Data Access Principal Administrator  |
| **Reference** | Data Access Band 6TB6183TB6187 |
| **Department / Team**  | Data Access Service, Applications |
| **Location** |  |
| **Band** | Band 6 |
| **Responsible to** | TB6183 Managed by TB6136, Senior Applications MangerTB6187 Managed by TB6137, Senior Applications Manger |
| **Accountable to** |  |
| **Responsible for** |  |
| **Review date** |  |
| **End date** | Fixed assignment  |

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| **Role Specifics** |
| *This assignment brief should only be read in conjunction with the generic job description listed in the reference section above. Please therefore refer to the Generic Job Description for more information. Please also refer to the Appendix to JD for further important information.***Background**The Data Access and Partnerships area is responsible for ensuring effective access to data products for internal and external users. It includes three functions: Data Governance & Assurance, Data Access Service and Data Portfolio management. Together these provide the Health and Care Partnerships and Data Access Control components of the Data & Analytics Operating Model.This role sits within the Data Access Service: Applications team. Data Access Service: Applications and Account Management is a team of around 30 WTE. Its purpose is to provide engagement with external data users, understand their requirements, and support access through appropriate services via the associated application process. **Duties**The main duties of this role can be found within the generic JD. Duties specific to this role are:* Actively work with applicants for data, providing advice and guidance against our standards
* Complete in depth review of applications and all supporting documentation against our standards
* Creation of detailed action plans to ensure customers and our internal teams are clear about the actions and changes required to progress an application through the Data Access process.
* Pro actively working with customers to progress the applications through the process and assist in any changes required to ensure the applications meet our standards.
* Lead customer engagement calls to ensure applications are actively progressed through the process

**Accountabilities**Details of the main accountabilities of a role at this grade can be found within the generic JD Accountabilities specific to this role are:* Ensuring work is to quality and timescales required for the role

**Key Relationships (External and Internal)**The Key relationships are:* Internal – Colleagues within Data Access & Partnerships and the wider Data & Analytics sub directorate; The Data Policy Team within the Digital Policy Unit; The Privacy, Transparency and Trust team within the Delivery Directorate; The Caldicott Guardian team within the Medical Directorate; NHS England’s Advisory Group for Data
* External – Other Government Departments, customers and suppliers

**Organisational Chart** |

Specialism Person Specification



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| **Criteria** | **Essential** | **Desirable** | **Stage Measured at:****A – Application****I – Interview****T – Test****P - Presentation** |
| **Education / Training / Qualifications –*****Detail specialism required for the role*** |  |  |  |
| **Knowledge and Experience*****Detail specialism required for the role*** |  |  |  |
| **Skills / Abilities** |  |  |  |
| **Interpersonal Skills** |  |  |  |
| **The organisation seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate** |

