# Candidate information pack

# Data and Policy Analyst (12-month contract)

This is an exciting new role at MRF which has been created to help transform the way people engage with data about meningitis at a global level. If you are looking to gain extensive skills in data visualization, have a keen interest in developing a comprehensive understanding of meningitis and septicaemia, and are equipped with a keen eye for detail as well as strong organizational and analytical skills, this could be the new challenge you have been waiting for.

The role will form part of the Research Evidence and Policy (REP) Team along with the Head of Evidence and Policy, the Head of Research and Research Officer. There will be significant cross team working with the Communications, Advocacy and Support Team.

The successful candidate will focus on the Meningitis Progress Tracker (MPT) [www.meningitis.org/mpt](http://www.meningitis.org/mpt), which is the communication tool chosen by the World Health Organization to showcase progress against the new Defeating Meningitis by 2030 global roadmap, ratified at the 73rd session of the World Health Assembly in November 2020.

The candidate will work closely with the Head of Evidence and Policy on creating engaging, user-driven content; liaising with and managing relationships with external data providers; and ensuring data integrity of the MPT. In addition, the successful candidate will take advantage of the opportunity provided by a 3-year software and support grant from the Tableau Foundation by being fully trained in how to use Tableau Software.

The successful candidate will also support the REP team to produce and maintain accurate information and up to date statistics on meningitis and septicaemia.

This is initially a 12-month contract, with the potential to be extended.

# About meningitis

Meningitis and septicaemia are serious, life threatening illnesses. Meningitis is the swelling of the meninges, which is the lining around the brain and spinal cord, caused mainly by germs entering the body. Septicaemia is blood poisoning caused by the same germs that can cause meningitis and this blood poisoning causes sepsis. Meningitis and septicaemia can kill in hours. Anyone, anywhere of any age can get meningitis and septicaemia, although some people are at higher [risk](https://www.meningitis.org/meningitis/are-you-at-risk) than others.

Together, meningitis and neonatal sepsis (sepsis in babies under 1 month old when it is difficult to distinguish from meningitis) are the world’s second biggest infectious killer of children aged under 5. They kill more under 5’s than malaria as well as being a leading cause of moderate to severe intellectual disability worldwide.

The impact of the disease can be devastating for individuals and families. When we ask them what they want us to do on their behalf, families commonly say “Please make sure no one else has to go through what we have”.

# About Meningitis Research Foundation

Over the past 30 years Meningitis Research Foundation has developed into the world’s leading meningitis charity working both in the UK and internationally to defeat meningitis wherever it exists.  
  
Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.  
  
To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems. We provide direct support to people and families affected. We believe that working in partnership, the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.  
  
Our flagship work includes:

* Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](https://www.who.int/initiatives/defeating-meningitis-by-2030).
* Running the [Confederation of Meningitis Organisations](https://www.comomeningitis.org/) (CoMO) which represents 50 like-minded members in more than 30 countries.
* Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](https://www.meningitis.org/mpt) that was recently supported by WHO to be the tracking mechanism for the new global roadmap.
* Co-leading on the advocacy and engagement pillar of the new global roadmap with UNICEF.
* Providing a secretariat support function for the [Global Meningitis Genome Partnership](https://www.meningitis.org/global-meningitis-genome-partnership) building on the establishment of the Global Meningitis Genome Library.
* Delivering an internationally renowned [research conference](https://www.meningitis.org/healthcare-professionals/conferences-and-symposia/mrf-conference-2019) every 2 years showcasing latest cutting-edge research on meningitis from around the world.
* [Funding research](https://www.meningitis.org/research-projects) into meningitis, especially related to genomics and the lifetime impact of meningitis.
* Providing a world class website and support service that has over 2 million uses each year.

We are currently a medium sized charity with around 20 staff and an average of £2-£3milion income each year but with a belief that there is potentially to grow from this historic base using the potential of the new global roadmap and our increased UK and international profile.

# The [Meningitis Progress Tracker (MPT)](https://www.meningitis.org/mpt)

# The MPT will be the focus of this role. The MPT was conceived and delivered by MRF as a multi-year project over the past 3 years. It has now been used over 40,000 times in 106 countries and brings together data from the world’s leading health data modelling organisations into one place.

# This role has been created to help take the MPT from this promising pilot phase that has seen it adopted by WHO as a key tool and included in the new global roadmap as a measure in itself, through to scale where all key users of meningitis data see it as the go-to place for the best data on meningitis in the world.

# Our values

Our values are extremely important to us and mean far more to us than words on a page.

## We are evidence-led

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

## We operate with integrity

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

## We pursue our goals with determination

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

## We are a passionate advocate

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

## We collaborate to make progress

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we’ve gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

## We act with compassion

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it’s providing direct support, finding the right information, or campaigning for the change that will make a real difference.

If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF. If these are not your values, we encourage you to seek work with another employer whose values better match yours.

More information on MRF [website](https://www.meningitis.org/). Our new strategy will be released publicly in 2022.

# Job description: Data and Policy analyst

## Context

The role sits within the Research, Evidence and Policy Department. The team is responsible for the development and maintenance of the Meningitis Progress Tracker, all aspects of our AMRC accredited research funding portfolio; provision of guidelines and tools for health professionals; sharing latest knowledge about the diseases to a wide range of stakeholders including professionals and public; ensuring MRF’s policies on the best ways to prevent, diagnose and treat the diseases are evidence-based; and contributing to programmes of work associated with the WHO Global Roadmap to Defeat Meningitis by 2030.

## Core Purpose

To help transform the way people engage with data about meningitis at a global, regional and country level by developing engaging, user-driven data visualisation and content; liaising with and managing relationships with external data providers; and ensuring data integrity of the Meningitis Progress Tracker.

## Reports to

Head of Evidence and Policy

## Responsibilities

**Meningitis Progress Tracker**

* Identify appropriate data sources and contribute to the development of data sets which feed into the MPT.
* Create a clear and transparent audit trail of decision making for selection of data to share and visualise.
* Develop and maintain relationships with new and existing data holders.
* Be responsible for checking and reporting on completeness, accuracy and suitability of datasets for inclusion in the MPT
* Develop and curate a reliable and accurate data library which provides insights into meningitis globally
* Create and implement a comprehensive update plan, ensuring timely incorporation of new data releases
* Appropriate joining, cleansing and preparation of data sets that feed into the MPT (Tableau training provided)
* Oversee the accuracy and integrity of the MPT and the data that feeds into it
* Create data visualisations that express complex data in highly compelling and interactive formats that allow users to engage in and tailor data to suit their needs (Tableau training provided)
* Work with other members of the Research, Evidence and Policy team on conception of new visualisations
* Report on use of data visualisations to demonstrate reach.
* Maintain and troubleshoot issues with existing data and visualisations (Tableau training provided).
* Liaise with internal and external stakeholders to support their engagement and endorsement of the MPT, by co-ordinating processes to obtain feedback via surveys, interviews and workshops.
* Support the delivery and sign off process for each new release
* Work autonomously to ensure requests are delivered accurately and on time.
* Technical point of contact with Tableau Server provider
* Keep up to date with research literature relevant to potential MPT developments

**Evidence and Information**

* Represent MRF at relevant external meetings and conferences
* Respond to basic helpline calls and in-depth requests for information on medical information issues (liaising with Head of Research, Head of Evidence Policy and our medical and scientific advisers as appropriate).
* Provide information and input into the creation of other resources for use by the public and professionals. Including supporting Head of Evidence and Policy with updates to health professional resources.
* Provide advice and support for wider teams to ensure that content contains accurate disease/medical information and evidence (such as the latest statistics, up to date references)
* Support the REP team in responding to consultations on behalf of MRF
* Undertake any other duties as may reasonably be required

## Person specification

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| --- | --- | --- |
|  |  | Essential or Desirable |
| Training, Experience and Qualifications | Ability to manipulate and analyse complex data sets | E |
| Background in biology/biomedical sciences or human sciences or related discipline | D |
| Educated to degree level or equivalent | D |
| Experience of working in a data oriented/analytical role for a minimum of a year | D |
| Demonstrable interest in health policy and research | D |
| Excellent communication skills with the ability to convey complex messages in a way athat non-expert audiences can understand and engage with | E |
| Strong administrative and organisational skills, including  ability to juggle multiple tasks and work under pressure to  meet deadlines | E |
| Able to establish and maintain good working relationships with people from a wide range of personal and professional backgrounds and at all levels of seniority | E |
| High competency using Excel, Word, Powerpoint, Outlook,  Pubmed or similar | E |
| Experience of using Tableau Software to create data visualisations (not essential because training will be provided) | D |
| Experience in reporting to external senior stakeholders e.g.  funders | D |
| Personal Attributes | Able to quickly master new concepts/complex information | E |
| Reliable in all situations, and with high integrity | E |
| Able to respond to new opportunities and manage alongside planned work | E |
| Effective team player with an ability to build effective working relationships | E |
| Energetic, self-motivated and able to work on own initiative | E |
| Excellent and consistent attention to detail | E |
| Self-confident and willing to ask clear questions and challenge in a sensitive and professional manner | E |
| Commitment to the vision of Meningitis Research Foundation | E |
| General | Willingness to travel and work flexible hours when work requires | E |

## Terms and Conditions

## Location

Your normal place of work will be either in the Bristol office or working from home with occasional work elsewhere if required to travel for work purposes which could include international travel.

## Annual salary

£30,000 - £35,000 including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

## Contract Type

Fixed term 12 months.

## Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

## Annual Leave

25 days + statutory & public holidays. The Charity’s holiday year runs from 1st April to 31st March.

# Application process

All candidates are requested to complete the standard application form. Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation. All applications will be reviewed and shortlisting will take place without candidates’ personal details being available to reviewers in order to minimize unintended bias.

**The closing date for completed applications is 5pm GMT on Wednesday 1st June 2022. If we find a suitable applicant before the deadline, we may close this vacancy early.**

Interviews are planned to take place in person in Bristol and candidates should be prepared to travel if necessary to attend this interview.

Travel expenses will be reimbursed and candidates with individual travel, access or disability support requirements are encouraged to communicate their needs to enable appropriate support to be provided to ensure access to interviews.

If you have any questions or would like to discuss the role further please contact Claire Wright at clairew@meningitis.org and cc Liz Rodgers at [elizabethr@meningitis.org](mailto:elizabethr@meningitis.org).

Please return application forms via e-mail to [beckym@meningitis.org](mailto:beckym@meningitis.org) or post to Becky Miller at Meningitis Research Foundation, 10 Park Street, Bristol, BS1 5HX.

MRF is committed to safeguarding, and any advertised role will require references and confirmation of your identity will be undertaken. Following receipt of satisfactory references, the successful candidate will be able to start work soon after receiving their offer of employment.