# Candidate information pack

# Data Visualisation and Intelligence Manager (12-month contract)

This is an exciting new role at MRF reporting directly to the Director of Research, Evidence and Policy (REP). It has been created to help transform the way people engage with data about meningitis at a global level.

The role will form part of the Research Evidence and Policy Team along with the Director, Senior REP Manager and Research Project Manager. 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) which is the official 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 personally lead on developing engaging, user-driven content; liaising with and managing relationships with external data providers; and ensuring data integrity of the MPT. In addition, the candidate will use the opportunity provided by a 3-year software and support grant from the Tableau Foundation to help teams across MRF present performance data in meaningful and engaging ways to help demonstrate impact of the organisation.

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 endorsed 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 90% of the focus of this role with the remaining 10% available for visualisation of other MRF and CoMO work.

The MPT was conceived and delivered by MRF as a multi-year project over the past 3 years. It has now been used over 36,000 times in 95 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.

Until now MRF has developed the MPT using an in-house team with external technology support and this role is the start of a move to bring more expertise in-house to ensure data visualisation and the MPT are embedded in our daily work.

# 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 2021.

# Job description: Data Visualisation and Intelligence Manager

## 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 and other metrics of performance across MRF and CoMO.

## Reports to

Director of Research Evidence and Policy

## Key Responsibilities

* Data sourcing and mapping.
* Creation and curation of reliable and accurate data storage and library.
* Data cleansing and preparation.
* Creation and implementation of a comprehensive update plan for ongoing visualisations such as the MPT ensuring timely incorporation of new data releases
* Creation of 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.
* Working with other members of the Research, Evidence and Policy team on conception of new visualisations.
* Reporting on use of data visualisations to demonstrate reach.
* Maintenance and troubleshooting of existing data and visualisations.
* Data analysis and creation of clear and transparent audit trail of decision making for selection of data to share and visualise.
* Liaising with internal and external stakeholders to support their engagement and endorsement of the platforms.
* Managing the delivery process for each new release and communicating with relevant stakeholders to ensure appropriate sign off.
* Working autonomously to ensure requests are delivered accurately and on time.
* Technical point of contact with Tableau Server provider

## Person specification

* A committed and inquisitive technologist with previous relevant experience and a data-oriented, analytical mindset.
* An awareness of political sensitivities in creation of visualisations used by senior stakeholders in multiple countries and cultures.
* Experience of working with Tableau software or similar.
* Demonstrable knowledge of grouping, manipulating and analysing large data sets from a variety of sources.
* The ability to transform relevant data into meaningful, actionable and accessible reports.
* Advanced Microsoft Excel and data analysis techniques and experience with digital media marketing and analytical tools.

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| Specification | Essential/Desirable |
| * Experience working with data visualisation software to present complex data
 | Essential |
| * Experience of using Tableau Software to create data visualisations
 |  Desirable |
| * Experience of working in a health-focused environment
 | Desirable |
| * Ability to manipulate and analyse complex data sets
 | Essential |
| * Ability to form good working relationships both internally and externally with data experts
 | Essential |

## 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

£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 Monday 13th December 2021.**

If invited to interview, interviews will be held starting from 6th January 2022

Subject to latest COVID control guidance from Government, 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 Linda Glennie, Director of Research Evidence and Policy, by email at lindag@meningitis.org.

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

Please be advised that CVs alone will not be considered.

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.