

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Swansea University Medical School
Job Title:	SAIL Data Acquisition Coordinator
Department/Subject:	SAIL Databank
Salary:	Grade 6 £28,759 - £32,332 per annum together with NEST pension benefits
Hours of work:	Full time 35 hours per week
Number of positions:	1
Contract:	This is a fixed term position until December 2025
Location:	This position will be based at the Singleton Campus

Introduction	To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology.
Background Information	<p>The SAIL Databank is a world-class facility for the robust secure storage and use of anonymised person-based data for research to improve health, well-being and services. Its databank of anonymised data about the population of Wales is internationally recognised. Backed and endorsed by the Government, the SAIL Databank receives core funding from the Welsh Government’s Health and Care Research Wales.</p> <p>Billions of anonymised, person-based records are held in the SAIL Databank and, subject to safeguards and approvals, these can be linked together to address important research questions.</p> <p>Whilst the data held within SAIL already makes it a unique and world leading resource, the requirements of the research community to increase our data holdings constantly grow and change. It is essential that SAIL continues to expand its data holdings to meet these increasing and changing needs.</p> <p>This post work with the Data Acquisition team to facilitate the sharing of new data, to work liaise with existing data providers to seek relevant approvals for use of their data and maintain up to date information on SAIL’s data assets.</p>
Main Purpose of Post	<ol style="list-style-type: none"> 1. To administer data acquisition functions related to bringing in data and use of SAIL data in line with standard operating procedures, with support from the Data Acquisition Officer. 2. To ensure that all documentation relating to datasets are kept up to date and held, processed and deleted in line with SAIL operating procedures and legal requirements such as the General Data Protection Regulation (GDPR) 3. To administer aspects of the SAIL data acquisition and provisioning process in line with standard operating procedures, with support from the Data Acquisition Officer
General Duties	<ol style="list-style-type: none"> 4. Support the Research Accreditation approval process for projects wishing to access SAIL data (including new applications and amendment requests), providing simple guidance on process or responding to queries from applicants as required. 5. Provide administrative support, including meeting arrangements and minute taking for the Data Management Committee. 6. Assist the Data Acquisition Office in managing SAIL data documentation, ensuring all records including the SAIL Asset Manager and Contract Document Store are kept up to date and in assigning DOIs to new and existing datasets. 7. Notify users of new data becoming available, and liaise with existing SAIL data providers, communicating clearly, accurately and professionally them and other members of the SAIL team.



	<ol style="list-style-type: none"> 8. Maintain the GP Practice Database, keeping accurate records of which GPs share data with SAIL. 9. Work with colleagues from across the SAIL team to ensure routine datasets are brought in to the agreed timescales and requests for access to restricted datasets are assessed and actioned according to standard operating procedures. 10. Identify queries or issues requiring input from another member of the SAIL team, and pass these to the appropriate person, with a summary of the issue and any action taken. 11. To fully engage with the University's Performance Enabling and Welsh language policies 12. To promote equality and diversity in working practices and to maintain positive working relationships. 13. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 14. Any other duties as directed by the Head of College / Department or their nominated representative expected within the grade definition. 15. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy.
<p>Professional Services Values</p>	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>We are Professional We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p>We Work Together We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p>We Care We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p>Person Specification</p>	<p>Essential Criteria:</p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience <p>Qualification: Educated to A level standard or equivalent experience</p> <p>Experience:</p>



- Significant experience gained working in a structured administrative environment
- Experience of delivering a responsive, professional and flexible customer focused service ensuring that outcomes are delivered on time and to high levels of quality

Knowledge and Skills:

- Good organisational and time management skills with the ability to prioritise work and work to tight deadlines
- Excellent attention to detail to ensure accurate and timely information management
- Excellent communication skills, verbal and written
- Ability to use own initiative and to work independently and as part of a team
- Excellent IT skills especially in the use of Microsoft Word, Excel and PowerPoint and in using Electronic Filing and Operational Systems.

Desirable Criteria:

- Experience of working within Higher Education/Research setting
- Familiarity with health related research
- Holds a current data protection /safe researcher certificate or demonstrable understanding of data protection issues

Welsh Language Level

Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).

Additional Information

Informal enquiries: Amy Williams amy.williams3@swansea.ac.uk

