Job description

Job Title: UK CF Registry Systems Development Manager

Reporting To: Senior UK CF Registry Systems Development Manager

Department: Data & Quality Improvement

Location: Head Office, London or home based
(with travel as required)

Main job role

To contribute to the development of the Cystic Fibrosis Trust's world-leading UK CF Registry. You will be part of a dynamic team committed to maximising the use of Registry data for the benefit of the cystic fibrosis community.

Working with the Senior UKCF Registry Systems Development Manager, the post-holder will oversee the core technical development of the UK Cystic Fibrosis Registry software, ensuring that changes to the system are targeted at improving the quality of Registry data and resulting reports, and that they are delivered on time and within budget.

Main duties

1. Proactively identify areas for enhancement to optimise system usability and data quality, including consideration of impact and risks.
2. Work with the Senior Registry Systems Development Manager to design the development roadmap for large projects and frequent core development releases, breaking up delivery into meaningful, achievable goals
3. Work with the Senior Registry Systems Development Manager to manage the backlog of software developments: Reviewing change requests to maintain the integrity of the Registry dataset; overseeing testing for solutions and changes to the Registry.
4. Interrogation of automated reports and dashboards to ensure correct logic is used for data selection
5. Work with the Development Team and Senior Statistician to interpret data quality analysis and guide data collection enhancement
6. Advise Registry Team and Registry Committees as to the capabilities and limitations of system development, as well as needs for enhancement
7. Maintain Registry Data Dictionary
8. Maintain config management processes: Developing or reviewing change requests to maintain the integrity of the Registry dataset; managing testing for solutions and changes to the Registry.
9. Identification of system bugs from user feedback, investigating and incorporating fixes into the Registry development cycle
10. Utilise knowledge of the technical and functional capabilities of the Registry software to ensure that fixes/enhancements are implemented in an effective manner

11. Collaborate with the Marketing and Communications Team and others, to enable meaningful patient engagement and involvement
12. Ensure all stakeholders are informed of relevant changes to the Registry software
13. Lead training sessions and workshops
14. Assist with technical issues from the Registry Help Desk
15. With assistance from the Registry Coordinator, creating and maintaining training and documentation for the Registry
16. Maintain functioning knowledge of Registry data extraction, from both the data export function and the query builder
17. Provide cross cover to the Registry Coordinator as needed

Registry Software Enhancement and Development

1. Initiate new projects by developing Business Cases in collaboration with Project Management Office and Head of Data.
2. Provide input to project planning as part of project management
3. Requirement engineer (eliciting requirements through interviews, surveys, focus groups and workshops; writing needs log; writing use cases), with support from Senior Registry Development Manager
4. Liaise with third party developers at all stages of the development cycle providing clarification and support on all functional requirements and specifications
5. Manage testing for new features, including writing test plans, performing, and allocating testing, and signing off developed functionality

Stakeholder Engagement

1. Liaise with a range of stakeholders, including commissioners, data managers, CF care teams and researchers, to co-design Registry functionality
2. Liaise with third party "customers" on the design, enhancement, testing and implementation of Registry research study modules – including data collection and reporting functionality

Legislative

1. Comply with legislative and regulatory requirements including information governance,
   data protection and confidentiality to maintain confidence in, and the reputation of, the Trust
2. Undertake and maintain Good Clinical Practice training for healthcare research

Other Responsibilities

1. Proactively support the work of the Trust, taking an active part in corporate and fundraising functions as required
2. Undertake any other reasonable duties consistent with the skills, knowledge, and level of the role as directed by the Trust
3. Willingness to perform occasional administrative duties as required e.g., booking meeting rooms, minute taking, report and newsletter collation and distribution

Key Working Relationships

1. Senior Registry Systems Development Manager, Software Analyst, Registry Clinical Data Manager, Registry Coordinator, Registry Statisticians, Head of Healthcare Data and Director of Data and QI.
2. Third party Registry software developers
3. Other departments in the Cystic Fibrosis Trust
4. Registry Committees and external stakeholders

Person Specification

ESSENTIAL	DESIRABLE
Education and Qualifications	
Degree educated in subject relevant to clinical data or software development; OR equivalent workplace experience	Statistical training OR Degree in Life Sciences
Experience	
Experience of data collection and reporting systems development	Experience of clinical registries and/or clinical audit
Experience of writing test plans or willingness to undertake training	Experience of working in or with the NHS
Experience working with large and complex datasets	Experience of working with medical case notes
Experience working in the health sector	Experience of clinical research
Experience of stakeholder and supplier management	Experience of project planning and change management
Knowledge	
In depth understanding of data collection methodologies	Knowledge of cystic fibrosis
In depth understanding of data quality requirements and limitations	Knowledge of NHS Quality Improvement initiatives
Understanding of data reporting methodologies	Knowledge of Good Clinical Practice
Some understanding of clinical investigations and outcomes	Basic understanding of SQL and JavaScript
Information governance and data protection legislation	
Skills	
Interrogation of data	
Advance use of Microsoft Excel	
Tenacity and attention to detail	
Effective written and verbal communication skills	
Ability to work across diverse teams and functions to deliver strategic and operational priorities	
Effective time management with the ability to manage conflicting priorities to meet planned and unplanned demands	
Ability to work to deadlines	
Ability to review own work in order to ensure accuracy	
Behaviours	
Flexible approach to work, including being prepared to travel when necessary	
An interest in cystic fibrosis and the work of the Cystic Fibrosis Trust	