**Job description**

**Job title:** Data Coordinator  
**Level:** Manchester Level 4  
**Directorate:** Education and Standards  
**Section:** Data, Systems and Quality  
**Location:** Manchester  
**Reporting to:** Surveys and Reporting Manager

**Job purpose**

The GMC is expanding its work programme to collect data describing undergraduate medical education. Based in the Education directorate’s Surveys and Reporting team, you will deliver an annual collection of data from medical schools, with a focus on ensuring annual reports are refreshed and the data are available for UKMED research projects.

Working with the Higher Education Statistics Agency (HESA) and colleagues across the UK’s medical schools, you will co-ordinate and support activities according to an agreed schedule. The GMC has been receiving demographic data since 2015 and there are processes in place to validate, load and report on these data. The assessment data return is a new venture and the role will provide the opportunity to develop the data specification and processes from scratch.

The data you collect will support GMC work on quality assuring undergraduate medical education via the progression reports and the UKMED database for medical education research.

As a new role, the successful candidate will get the opportunity to develop and shape new processes, and explore how the new data can be used for quality assurance and research. There will be scope for you to develop in the role, and there will be regular opportunities to advance your research and database skills.

**Main responsibilities**

You will:

1. Lead the collection of data from HESA, including demographic and assessment data; ensuring that the specification is agreed, the data are fully validated, loaded into appropriate data tables and fully documented.
2 Continually manage, track and report on progress and risks to delivery to the Education Data Development Manager. Prepare progress reports for circulation to GMC, Medical Schools Council (MSC) and HESA colleagues.

3 Build and maintain effective working relationships with HESA, medical schools and the MSC. Ensure all requirements, queries and complaints are dealt with promptly and efficiently.

4 Effectively communicate the data collection requirements to stakeholders. This will entail producing briefing notes to describe the data specification in conjunction with HESA, attending external meetings to discuss the process of providing the data and answering queries. The external meetings will require some travel.

5 Work closely with the UKMED team to ensure data are correctly loaded in the relevant table in the UKMED database.

6 Ensure that the UK Medical Education Database (UKMED) data dictionary and Tableau coverage tool correctly describe the HESA data held. For information on UKMED please see: www.ukmed.ac.uk

7 Work closely with UKMED research applicants wishing to use the HESA assessment data to address whether their research questions can be answered with the available data.

8 Work with other GMC teams – for example the Medical Licensing Assessment (MLA) team – to ensure their requirements are met where possible.

9 Work closely with the UKMED team to assist in the production of UKMED research extracts generally, but with an emphasis on the HESA Assessment data.

10 Undertake any other reasonable duties as may be assigned from time to time.

February 2020
Key skills

Job title: Data Coordinator  
Level: Manchester Level 4  
Directorate: Education and Standards  
Section: Data, Systems and Quality  
Location: Manchester  
Reporting to: Surveys and Reporting Manager

Key skill 1 – Technical Skills, Knowledge and Experience

a Experience of working with large datasets

b Excellent project management skills, with demonstrable experience of working independently and as part of a team to deliver high quality work to deadline.

c Strong IT skills, especially an excellent working knowledge of MS Excel. Basic SQL skills are desirable. Willingness to learn IT skills such as Tableau.

d Excellent analytical skills, including the ability to produce coherent and accurate reports, charts and graphs.

Key skill 2 – Communications Skills

f Excellent writing skills, including the ability to prepare clear and concise guidance, research papers, project and planning documents.

g Strong oral communication skills and the confidence and ability to explain complex information in one-to-one and group situations in a clear and concise manner, adapting style and level of detail as appropriate.

Key skill 3 – Interpersonal skills

h Excellent interpersonal skills and the ability to develop effective, supportive and collaborative relationships with colleagues at all levels.

i Personally takes the lead in creating an environment that encourages open and honest communication at all levels in the organisation.

j Able to establish personal credibility with colleagues and external stakeholders.

Working with doctors Working for patients
Key skill 4 – Organisational Skills

- An ability to manage a number of different tasks, both personally and amongst line reports, whilst maintaining a high degree of accuracy and attention to detail.
- A flexible approach, with the ability to prioritise work and to accommodate sometimes conflicting and changing priorities without losing sight of the deadlines.
- Willing to ensure documentation is correct and maintained in a timely fashion.

Key skill 5 – Innovation and Problem Solving Skills

- An ability to develop and deliver innovative solutions to complex problems.
- The confidence and ability to provide suggestions and improvements to work processes in a range of important areas.

February 2020
# Terms and conditions

**Job title:** Data Coordinator  
**Level:** Manchester Level 4  
**Directorate:** Education and Standards  
**Section:** Data, Systems and Quality  
**Location:** Manchester  
**Reporting to:** Surveys and Reporting Manager

The following terms and conditions apply to this post.

<table>
<thead>
<tr>
<th><strong>Salary range</strong></th>
<th>£27,162 to £35,467.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual leave</strong></td>
<td>25 days a year, increasing by one day for each year of service up to a maximum of 30 days. You are required to use up to two of these days should the GMC decide to close its offices over Christmas.</td>
</tr>
<tr>
<td><strong>Pension</strong></td>
<td>Our workplace pension is the GMC Group Personal Pension Plan, which is operated by Aviva. This is defined contribution scheme where members receive a 15% employer contribution. There is no requirement for you to make an employee contribution, however you may wish to consider which rate you would like to make, which will be deducted from your monthly salary exchange agreement. You can choose to join the pension scheme as soon as you start work at the GMC. But if you don’t opt in straight away, you will be automatically enrolled if you are eligible and most people working at the GMC will be eligible. If you are automatically enrolled, but you don’t want to stay in our pension scheme, you do have the right to opt out.</td>
</tr>
<tr>
<td><strong>Other benefits</strong></td>
<td>Private medical insurance with AXA PPP. Employee assistance programme with AXA ICAS.</td>
</tr>
<tr>
<td><strong>Hours of work</strong></td>
<td>35 hours a week, 9:00 to 17:00, Monday to Friday.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>3 Hardman Street, Manchester. Some travel to other locations will be required.</td>
</tr>
</tbody>
</table>