



MOONDANCE  
CANCER INITIATIVE

## Job description: Strategic Evidence Manager

Date: 19 August 2024

### Introduction

Moondance Cancer Initiative find, fund and fuel brilliant people and brave ideas to make Wales a world leader in cancer survival. Established in 2019, we are a philanthropically funded, not-for-profit company. We are Wales-focused, with a global outlook. Our aim is to accelerate significant and sustained improvement in cancer survival outcomes over the next 10 – 15 years.

Moondance Cancer Initiative funds demonstration projects in the Welsh NHS and with NHS partners, supporting the people delivering those projects. We undertake research and insight work to ensure all our work is evidenced-informed. Deliberately small and light on our feet, we're a dynamic and ambitious team – combining optimism, experience and talent from multiple professions and sectors.

### Job outline

The Strategic Evidence Manager is a key role in Moondance Cancer Initiative's core team. Working to the Chief Executive Officer and collaborating closely with key colleagues, you will undertake a range of activities to capture and produce timely, actionable insights that will inform our strategy and funding priorities. This could range from synthesizing evidence on cancer services in Wales, to analysing emerging medical innovations and international best practices, to identifying systems and service models that have the potential to benefit patients in Wales. Your work will contribute to ensuring the organisation's approach is evidence informed and will support our ethos of learning in the open with our partners.



## Person specification

We're looking for someone who is both curious and rigorous in their approach to evidence synthesis, with an appetite for their work to have impact. You'll be a confident self-starter with a proactive, can-do attitude and a commitment to high quality performance and delivery. You'll welcome the challenge of translating information into timely, accessible insights that will inform our work as well as wider partners.

### This role could be for you if have:

- Excellent proficiency in quickly distilling and explaining complex information, drawing out key points and making clear recommendations, building a consensus to enable action.
- Strong evidence searching, reviewing and critical appraisal skills.
- The ability to write concise, engaging reports, evidence appraisals, briefings and other content for a range of audiences, often at short notice and with a sharp eye for detail and accuracy.
- Confidence in producing figures and data visualisation to communicate outputs and findings.
- Relevant experience of working in health, science or policy sectors.
- Substantial experience of building effective working relationships with colleagues, and external stakeholders.
- Experience of providing specialist advice and guidance to internal colleagues and external stakeholders.
- A successful track record of delivering defined work packages, with a flexible approach to respond to changing priorities and using initiative to solve problems, escalating effectively.
- Well-developed listening, communication and interpersonal skills
- Proven ability to work effectively in a team environment, as well as being confident in working independently with initiative.

### To do this role, you will have:

- Proven ability to analyse and synthesize complex information, both qualitative and quantitative, and to communicate it succinctly.
- A good knowledge of a broad range of research methods, plus experience of coordinating outsourced research projects.
- The organisational skills to ensure that large and small projects are delivered on time.
- Experience in, or a demonstrable understanding of, cancer services or the wider health service system, including in Wales

### You're also likely to have:

- Education to degree level plus at least 3–5 years' professional experience in health or public services research, or a related field.



## Key responsibilities

### Research & Insight

- Undertake high quality research and evidence syntheses on various aspects of cancer services in Wales, and internationally. Undertake a wide array of research tasks in this process – including reviewing existing evidence and literature; designing and delivering quick turnaround research projects; producing succinct reports and other products to communicate findings.
- Support the CEO and Clinical Director in developing and delivering the annual Research and Insight plan and monitor progress throughout the year.
- Support the CEO and Clinical Director, to develop an interdisciplinary pipeline for peer review and publication of evidence, insight and opinions for Moondance Cancer Initiative.
- Commission and generate evidence, intelligence and insight in key areas of focus for the organisation (e.g. earlier detection, health inequalities, health economics, screening).
- Act as first point of contact for live research projects.
- Maintain and update Moondance Cancer Initiative's intelligence library, affording easy access to relevant published information as well as our own analysis products.
- Support senior team members by providing briefings on relevant research, analysis and evidence as requested.
- Contribute towards continual learning and development across the team, helping to ensure relevant staff members are appraised of key changes and developments in cancer services and healthcare.

### Evaluation and Impact

- Contribute to the development and scrutiny of funding opportunities, through the production of evidence appraisals as and when required.
- Support the Operations Director and Funding and Delivery Manager, in evolving our approach to effective evaluation of Moondance Cancer Initiative funded initiatives.
- Support the delivery of Moondance Cancer Initiative funded initiatives, as required, ensuring data collections systems and methods are consistent and allow for analysis of impact at portfolio level.
- Contribute to end of project evaluation and reviews as and when required.



## Other

- Support the organisation and delivery of Moondance Cancer Initiative events such as roundtables and conferences.
- Build new and nurture existing relationships with relevant external partners to your role to share learning, ideas and promote the outputs of your work.
- Support and contribute to wider organisation activity as and when required (e.g. Moondance Cancer Awards).

## Key contract information

This is a permanent contract (with a six-month probationary period.)

**Reports to:** Chief Executive Officer

**Hours of work:** 40 hours per week Monday to Friday inclusive, including some evening meetings as required.

**Salary:** £42,000 p/a plus a pension contribution of 5% with the NEST pension scheme.

**Annual holiday entitlement:** 25 working days together with the usual Bank and Public holidays. The days between Christmas and New Year are also awarded as additional paid leave.

**Location:** We're committed to working collaboratively and with purpose. We offer a hybrid working model, where team members can work flexibly from home and our office in central Cardiff. We have regular anchor days, usually once a week, where all team members come together at our office. You will therefore need to live within commuting distance of Cardiff.

**Right to work:** All applicants must have the right to work in the UK.