UK Health Security Agency

Chief Data Officer Group, UK Health Security Agency
Professional Internship Placement Opportunity

The following information has been provided by the Placement Host Organisation and outlines the placement opportunity available for postgraduate researchers.

Any queries about this placement should be addressed to the Host Organisation at the details provided below.

THIS ROLE IS NO LONGER ACCEPTING APPLICATIONS

Host Details	
Name of Host Organisation:	UK Health Security Agency (UKHSA)
Host location:	The head office is in Canary Wharf, but there are also offices in Liverpool, Leeds and Birmingham.
Brief description of the Host Organisation: *Please include a link to a website if you have one.*	UK Health Security Agency - GOV.UK UK Health Security Agency (UKHSA) is an executive agency, sponsored by the Department of Health and Social Care (DHSC). At UKHSA, our mission is to protect people's health by preventing and responding to threats—whether that's a new pandemic, everyday infections like influenza, or environmental dangers like radiation or extreme weather. We save lives, protect livelihoods, and work with partners across the NHS, care systems, and globally to keep communities safe. We're a hub of scientific and operational expertise, tackling health challenges at every level—local, national, and international. The Chief Data Officer (CDO) group is the analytical powerhouse of UKHSA and plays a key role in making sure data is used safely, legally, and ethically. We support every step of the data journey—from collecting and managing information to analytics and delivering insights that drive real-world action.

	If you're passionate about using data to make a difference and want to help solve big health challenges, there's a place for you here in the CDO group.
Host contact details:	***Any queries about this opportunity should be addressed to the Host Organisation:*** CDO Partnerships Team, UKHSA CDOPartnerships@ukhsa.gov.uk – *please reference the placement you are enquiring about in the subject heading.*

Project Description	
Placement role title: *e.g. Project Assistant*	Digital & Data Mapping Project Officer
Background/ expected impact of the project:	The UKHSA is looking for academic expertise to conduct a practical, high-impact analysis of how work moves through our delivery pipeline from Portfolio Board approval through to delivery teams. The project will generate a clear, data-driven understanding of where delays, friction and rework occur and will provide evidence to streamline how UKHSA delivers data and digital products that support national health security. Your work will provide UKHSA with a robust analytical foundation to improve delivery performance, reduce waste and strengthen operational efficiency. The insights will support more predictable delivery, better prioritisation and a streamlined pipeline for data and analytics products that underpin UKHSA's mission to protect public health.
Outline of duties:	• Mapping the full lifecycle of delivery items, including handoffs, approvals, delays and remediation. • Identifying bottlenecks, systemic issues and sources of waste across multiple delivery streams. • Producing a Value Stream Map and flow-efficiency diagnostics to quantify friction points. • Comparing delivery pathways to highlight recurring patterns and structural constraints. • Developing an evidence-based assessment of where processes create unnecessary overhead.
Expected output(s)/ deliverable(s):	• A detailed end-to-end process map of the CDO delivery pipeline. • A set of clearly identified bottlenecks and improvement opportunities.

	● A Value Stream Map with supporting quantitative analysis. ● A final report and presentation summarising findings and recommendations.
Support for Postgraduate Researcher:	UKHSA is an excellent placement host as we have a developed culture of learning and development, fostered in an inclusive environment. To ensure that the postholder has opportunities to expand their skillsets and to develop professionally, we can provide some training in analysis, where required, but we also encourage the researcher to engage with subject matter experts and other early career researchers (ECR) across the UKHSA. At UKHSA, we have a thriving ECR network led by our CDO Partnerships team. The researcher will have the opportunity to join and be supported by the ECR network within the UKHSA, and by other ECRs and team members within the host team. The ECR network has fortnightly meetings to bring learning and development opportunities to placement students as well as quarterly away days at our head office.
Skills and experience required for the role:	**Essential skills** ● Strong analytical and quantitative research skills. ● Experience with process mapping, systems analysis or workflow modelling. ● Ability to work with operational data and interpret complex delivery patterns. ● Understanding of organisational behaviour, operations research or value-stream analysis. ● Confidence in engaging with multidisciplinary teams and communicating findings clearly. ● Exercise independent judgement setting direction where appropriate, proactively escalating critical decisions with well-formed recommendations, considering organisational priorities and risks. **Desirable** ● Well-developed problem-solving skills and user centred approach to developing solutions and ensure evolving user requirements are translated into clear deliverable project outcomes.

Key Information	
Placement ideal start date:	As soon as possible

Placement duration:	3-months
Full-time or part-time: *e.g. 37.5 hours per week or usually 18-19 hours per week*	Full-time is preferred so you can fully immerse yourself in the team and project, but we will work flexibly if part-time hours are required. Placements must be completed in one continuous block due to IT and data access/security requirements.
In-person, online or hybrid:	Remote/hybrid with occasional office/event attendance, but this is at the successful candidate's discretion.
Security/ health and safety restrictions (if relevant):	Not relevant
Anticipated costs and financial support the Host can offer to help cover these (if relevant): *e.g. travel and subsistence costs.*	This placement will be offered as an unpaid visiting worker. Applicants should seek funding through their funder/research council to complete this placement. UKHSA shall not be responsible for any payment to the researcher or for any travelling and accommodation expenses incurred, except for necessary work-related travel authorised in advance by UKHSA. The researcher will be bound by the UKHSA Business Expense policy in respect of any such expenses. UKHSA shall provide the placement student with appropriate working facilities during the placement, free of charge.

How to Apply	
Applicant eligibility:	This opportunity is only accepting applications from Postgraduate Researchers with secured funding and authorisation from their doctoral funding body to undertake a three-month placement. It is the applicant's responsibility to ensure that the placement meets the criteria specified by their programme and university and that they secure the necessary permissions from their university before commencing the placement.
Closing date and time for applications:	Rolling deadline
Application format: *e.g. CV, cover letter, application form, etc*	CV and a 500/1000-word (max) cover letter to evidence how you fit the project requirements, skills and what you can bring to this role.
How to submit an application:	Complete the WRDTP Placement Application Form

Recruitment process:	***The Host Organisation is responsible for processing the applications received for this opportunity and applications will be processed as follows:*** All applications will be subject to sifting, where statements of suitability and CVs will be assessed against the essential and desirable skills and experience required for the role. Applicants who successfully pass the sift will be invited for a short virtual interview on MS Teams. BPSS (Baseline personnel security standard) will be required for this role. Government baseline personnel security standard - GOV.UK In some cases, enhanced national security vetting may also be required. (United Kingdom Security Vetting: Applicant - GOV.UK). Civil Service recruitment nationality rules will apply to this position. Civil Service recruitment: nationality rules - GOV.UK The time it takes for us to onboard successful candidates can vary from case to case. It's reasonable to allow 6-8 weeks from the point of offer to starting a position.