



## 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 opportunity is only accepting applications from Postgraduate Researchers with secured funding and authorisation from their doctoral funding body to undertake a three-month placement.**

Host Details	
<b>Name of Host Organisation:</b>	UK Health Security Agency (UKHSA)
<b>Host location:</b>	The head office is in Canary Wharf, but there are also offices in Liverpool, Leeds and Birmingham.
<b>Brief description of the Host Organisation:</b>  <i>Please include a link to a website if you have one.</i>	<p><a href="https://www.gov.uk/uk-health-security-agency">UK Health Security Agency - GOV.UK</a></p> <p>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.</p> <p>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</p>

	<p>journey—from collecting and managing information to analytics and delivering insights that drive real-world action.</p> <p>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.</p> <p>This placement will be based within <b>the Portfolio Office and Business Partnering Team</b>. This team plays a central role in ensuring that digital, data and technology (DDaT) initiatives across the organisation are strategically aligned, well-governed and effectively delivered.</p>
<p><b>Host contact details:</b></p>	<p><b><i>Any queries about this opportunity should be addressed to the Host Organisation:</i></b></p> <p>CDO Partnerships Team, UKHSA  <a href="mailto:CDOPartnerships@ukhsa.gov.uk">CDOPartnerships@ukhsa.gov.uk</a> – <i>please reference the placement you are enquiring about in the subject heading.</i></p>

Project Description	
<p><b>Placement role title:</b>  <i>e.g. Project Assistant</i></p>	<p>Project and Portfolio Support Officer</p>
<p><b>Background/ expected impact of the project:</b></p>	<p>The Portfolio Office and Business Partnering Team's core responsibilities include:</p> <ul style="list-style-type: none"> <li>● Oversight of CDO Group priorities, deliverables, roadmaps and progress, ensuring alignment with wider UKHSA objectives.</li> <li>● Strategic business partnering to support strong relationships and engagement across key stakeholders, users and dependent teams.</li> <li>● Provision of project management expertise to support delivery of high-value digital and data initiatives.</li> <li>● Assurance of spend in line with the Government Digital Service (GDS) DDaT spend control framework.</li> </ul> <p>The team works in an agile, lifecycle-driven way—taking ideas from initial problem/opportunity statements through pre-project assessment, Discovery, Alpha and Beta phases, ensuring appropriate governance and presenting at the CDO Portfolio Board at each stage.</p>

	<p>The PhD researcher will contribute directly to the delivery and oversight of digital and data projects across UKHSA. This placement offers hands-on experience in strategic project management within a national public health organisation, providing exposure to real-world decision-making, governance and stakeholder engagement.</p>
<p><b>Outline of duties:</b></p>	<p>During the placement, the researcher will:</p> <ul style="list-style-type: none"> <li>● <b>Project manage a selection of digital and data projects</b>, supporting them through the agile delivery lifecycle.</li> <li>● <b>Engage with a wide range of stakeholders</b>, building strong working relationships and supporting effective communication across teams.</li> <li>● <b>Manage risks, assumptions, issues and dependencies (RAID)</b> to ensure projects remain on track and are well-governed.</li> <li>● <b>Monitor and report on project progress</b>, preparing updates and documentation for senior audiences.</li> <li>● <b>Deliver presentations to the CDO Portfolio Board</b>, summarising project status, challenges and recommendations.</li> </ul> <p>This role provides a unique opportunity to understand how digital and data capabilities are developed and governed within a major public health agency, and how evidence-based decision-making supports national health security.</p>
<p><b>Expected output(s)/ deliverable(s):</b></p>	<p>By the end of the placement, the researcher will:</p> <ol style="list-style-type: none"> <li>1. Gain practical experience in project and portfolio management within a complex public sector environment.</li> <li>2. Develop skills in agile delivery, governance processes and strategic prioritisation.</li> <li>3. Build confidence in stakeholder engagement and cross-organisational communication.</li> <li>4. Produce high-quality project documentation, reports and presentations for senior leadership.</li> </ol>

	5. Contribute to the successful progression of digital and data initiatives through the CDO governance lifecycle.
<b>Support for Postgraduate Researcher:</b>	<p>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.</p> <p>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.</p>
<b>Skills and experience required for the role:</b>	<p><b>Essential skills</b></p> <ul style="list-style-type: none"> <li>• Strong organisational skills and the ability to manage multiple tasks.</li> <li>• Clear and confident communication skills, both written and verbal.</li> <li>• A proactive, problem-solving mindset.</li> <li>• Experience working collaboratively as part of a team.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working on digital, data or technology-focused projects.</li> <li>• Familiarity with agile project management frameworks.</li> <li>• Experience using tools such as Jira or similar project-tracking platforms.</li> </ul>

Key Information	
<b>Placement ideal start date:</b>	September 2026, but flexible
<b>Placement duration:</b>	3-months
<b>Full-time or part-time:</b> <i>e.g. 37.5 hours per week or usually 18-19 hours per week</i>	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.

<b>In-person, online or hybrid:</b>	Remote/hybrid with occasional office/event attendance, but this is at the successful candidate's discretion.
<b>Security/ health and safety restrictions (if relevant):</b>	Not relevant
<b>Anticipated costs and financial support the Host can offer to help cover these (if relevant):</b> <i>e.g. travel and subsistence costs.</i>	<p>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.</p> <p>UKHSA shall provide the placement student with appropriate working facilities during the placement, free of charge.</p>

<b>How to Apply</b>	
<b>Applicant eligibility:</b>	<p>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.</p> <p>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.</p>
<b>Closing date and time for applications:</b>	Tuesday 30th June 2026
<b>Application format:</b> <i>e.g. CV, cover letter, application form, etc</i>	CV and a 500-word (max) cover letter to evidence how you fit the project requirements, skills and what you can bring to this role.
<b>How to submit an application:</b>	Complete the <a href="#">WRDTP Placement Application Form</a>
<b>Recruitment process:</b>	<p><b><i>The Host Organisation is responsible for processing the applications received for this opportunity and applications will be processed as follows:</i></b></p> <p>All applications will be subject to sifting, where statements of suitability and CVs will be assessed against the essential and</p>

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.