

JOB DESCRIPTION

Senior Health Information Officer



Reporting to:	Evidence and Information Manager
Salary:	£27,000 - £32,000 per annum (inclusive of London weighting), depending upon experience and contributory pension scheme
Location:	Unit 202, Edinburgh House, 170 Kennington Lane, London SE11 5DP
Holiday entitlement:	25 days plus 3 discretionary days between Christmas and New Year and Statutory holidays
Working conditions:	Full time and permanent The post holder may be required to work some evenings and weekends. Time off in Lieu will be given in line with the charity's policy.

About Bowel Cancer UK

Bowel Cancer UK is the UK's leading bowel cancer charity. We are determined to save lives, improve the quality of life and support all those affected by bowel cancer in the UK. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

Our pledge is bold, ambitious and inspiring. Within ten years:

- We will transform survival rates, from only one in every two people surviving bowel cancer over five years, to three out of four people surviving
- There will be better information and support for every patient throughout their journey
- Screening will be optimal, leading to more cancers being detected early or prevented

We are a growing national charity with around 65 staff and interns based at offices in England and Scotland and home-based staff members in both Northern Ireland and Wales.

Our vision is of a world where nobody dies of bowel cancer.

Job Summary

Within the Services Directorate, the Senior Health Information Officer will be responsible for developing our patient and public information about bowel cancer alongside the Evidence and Information Manager.

This role is an excellent development opportunity for someone with previous experience in an information or communications role, who is looking to further their career in health information.

The position offers you a unique and exciting opportunity to make a direct difference for people affected by bowel cancer, ensuring they have the information they need at each stage of their diagnosis, treatment and care, to make decisions that are right for them.

With a strong ability for explaining complex information in a clear and engaging way, you will work closely with relevant colleagues, patients and healthcare professionals to ensure all the charity's information meets patient needs, is of the highest quality and has a strong evidence base.

You will also have the opportunity to proactively identify outstanding information needs, and explore new and innovative ways of sharing content more creatively.

Main responsibilities

- Produce clear, engaging and evidence-based health information for the public and people affected by bowel cancer.
- Lead on the development and regular review of new and existing information materials, ensuring they are evidence based, high quality and written in a clear and engaging way.
- Proactively and regularly gather insights to ensure we are meeting the needs of our target audiences.
- Develop relationships and liaise with our medical advisory board, researchers and clinicians to produce our health information.
- Explore new and innovative ways to make our information more accessible, meeting the needs of different audiences and communities, including 'hard to reach' groups.

- Work with the Evidence and Information Manager to incorporate the latest scientific research and evidence into our information materials for the public and patients.
- Ensure all queries regarding health information publication orders are processed smoothly and stock levels maintained.
- Work with the Senior Online Community Support Officer to develop creative new formats (e.g. digital) for our information materials.
- Work with the Senior Support and Information Officer to proactively promote and distribute our information resources to hospitals and other relevant locations across the UK.
- Work closely with the health promotion and training team to produce materials to support our health promotion programme.
- Ensure our tone of voice, style and brand is applied consistently across all our health information resources.
- Carry out other duties as required.
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.

PERSON SPECIFICATION

Qualifications and Experience

- Experience of working in an information, publications or relevant communications role
- Experience of translating complex health information into clear, easy to understand information for patients and/or the general public
- A clinical or science qualification or background is desirable

Knowledge, skills and abilities

- Excellent copywriting, editing and proof reading skills with ability to write copy for a range of audiences
- Experience of following information production guidelines (such as the Information Standard) or processes to develop information materials
- Proactive and able to identify ideas for content in a range of formats such as digital, print, infographics
- Knowledge of digital communication channels and experience of using these to communicate information effectively
- High level computer literacy, with a good understanding of Microsoft Office and internet search methods.
- Strong attention to detail
- Ability to manage a busy workload and keep on top of multiple projects
- Excellent organisational and project management skills

Personal qualities

- An interest in and commitment to stay up to date on developments in health and research information
- Self-sufficient as well as able to work as part of a team
- A strong commitment to the work of Bowel Cancer UK and empathy with the experiences of people affected by bowel cancer.