**JOB DESCRIPTION**

**Job Title:** Health Information Officer  
**Salary:** £23,000 - £25,000 gross per annum (dependent on experience)  
**Hours of Work:** 35 hours per week (full-time)  
**Responsible to:** Head of Operations  
**Location:** Oakhanger, Hampshire (GU35)

**Job Purpose:**  
To develop and disseminate evidence-based information for the public and key professionals on pancreatic cancer risk, prevention, early diagnosis and to support the work of the organisation and key partners. This includes turning peer-reviewed scientific findings into enabling health information for the public (print, online or via the press), working closely with other teams who have a role in promoting health, building relationships with stakeholders and communicating about research funded by Pancreatic Cancer Action.

**Pancreatic Cancer Action (PCA)**  
Pancreatic Cancer Action, (registered charity No.1137689) was founded in Surrey in 2010 by a rare survivor of the disease. A small team, headed by our Chief Executive, runs the charity and overall a board of Trustees provides direction for the organisation.

Nearly 10,000 men and women are newly diagnosed with pancreatic cancer every year in the UK.

In 50 years, the five per cent survival rate of the UK’s fifth biggest cancer killer has not changed. BUT if patients are diagnosed in time for surgery, they have ten times more chance of surviving pancreatic cancer.

At Pancreatic Cancer Action, we are dedicated to saving lives by improving early diagnosis and improving the quality of survival for men and women diagnosed with pancreatic cancer in the UK.

PCA is a small charity with a huge voice shouting about much needed change for pancreatic cancer. We were founded out of a desperate need to give more attention to a disease that has been neglected for far too long.

We fund innovative research, create national awareness campaigns, lobby for change, produce educational programmes for medical professionals and provide comprehensive patient information.

**The Role:**  
To be the owner and primary point of contact for all health information, responsible for making sure Pancreatic Cancer Action works with clear, up to date, evidence based health information and statistics in all our communications. This is a fantastic opportunity to become part of a small but dynamic team in a rapidly expanding charity.
Main Duties and Responsibilities:

Health Information content

- Ownership of all published health information content
- Regular review of content to ensure it is up to date
- Monitoring of current research and statistics and investigation of changes and new developments

Information Standard (IS)

- Maintain the Information Standard records to ensure re-accreditation at each annual review;
- Retrospective review of existing materials to ensure compliance with the Information Standard;
- Develop and maintain relationships with clinical specialists and lay review panel;
- Coordinate the peer and lay review of materials

Projects

- Leadership of patient information review to meet the needs of the charity and the Information Standard;
- Coordination of information development projects including accessibility and health literacy review.

Document Control and Print Management

- Maintain the formal information management process for Information Standard and non Information Standard materials;
- Manage document control, version control, proof read and final version sign off;
- Source print suppliers;
- Place orders;
- Manage stock levels.

Website Content

- Regular review of website content, and navigation
- Liaison with contributors for content and navigation
- Custodian of change request list and liaison with web developer on priorities

While every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grade of this post.

Key skills and competencies:

- Educated to degree standard ideally in a healthcare or statistics related field;
- Ability to explain complex scientific/health messages to a non-scientific audience in an engaging and sensitive way.
- Ability to quickly and accurately appraise statistics, interpret the findings of scientific papers, draw sound conclusions, and set these conclusions in context.
- Excellent written and verbal communication skills, and ability to listen and influence others.
- Ability to build effective working relationships with colleagues, researchers, health professionals and other stakeholders.
Structured and organised with a good attention to detail.

To Apply:
Please send your C.V. plus a short covering letter detailing why you would be the ideal candidate for this position to:

Daniel Jagger, Head of Operations daniel@panact.org

Please note, our office is situated in a rural location with very few infrequent public transport links.

For more information on Pancreatic Cancer Action, please visit www.pancreaticcanceraction.org

Closing Date:
11th August 2017

Interviews will take place in week commencing 21st August 2017

Pancreatic Cancer Action is an Equal Opportunities employer and we welcome all applications regardless of disability, ethnicity, gender or age.