

**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 Doctoral Training Partnership postgraduate students.

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

Name of Host Organisation:**UK Health Security Agency (UKHSA)****About UKHSA [UK Health Security Agency - GOV.UK](https://www.gov.uk/uk-health-security-agency)**

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.

Period of placement:

Placement start date: April 2026 onwards

Duration: 3 months

Working pattern and location of the placement:

Placements will be remote/hybrid with occasional office/event attendance, but this is at the successful candidate's discretion. Our head office is in Canary Wharf, we also have offices in Liverpool, Leeds and Birmingham.

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.



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Description of the placement opportunity available:

Background/ expected impact:

- 1.1 The placement will be based within the **Portfolio Office and Business Partnering Team** of the UK Health Security Agency's (UKHSA) Chief Data Officer (CDO) Group. 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.
- 1.2 The team's core responsibilities include:
- 1.3 Oversight of CDO Group priorities, deliverables, roadmaps and progress, ensuring alignment with wider UKHSA objectives.
- 1.4 Strategic business partnering to support strong relationships and engagement across key stakeholders, users and dependent teams.
- 1.5 Provision of project management expertise to support delivery of high-value digital and data initiatives.
- 1.6 Assurance of spend in line with the Government Digital Service (GDS) DDaT spend control framework.
- 1.7 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.

Outline of duties:

The PhD student will join the Portfolio Office and Business Partnering Team as a project and portfolio support officer, contributing 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.

During the placement, the student will:

- **Project manage a selection of digital and data projects**, supporting them through the agile delivery lifecycle.
- **Engage with a wide range of stakeholders**, building strong working relationships and supporting effective communication across teams.



- **Manage risks, assumptions, issues and dependencies (RAID)** to ensure projects remain on track and well-governed.
- **Monitor and report on project progress**, preparing updates and documentation for senior audiences.
- **Deliver presentations to the CDO Portfolio Board**, summarising project status, challenges and recommendations.

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.

Expected output(s)/ deliverable(s):

By the end of the placement, the student will:

1. Gain practical experience in project and portfolio management within a complex public sector environment.
2. Develop skills in agile delivery, governance processes and strategic prioritisation.
3. Build confidence in stakeholder engagement and cross-organisational communication.
4. Produce high-quality project documentation, reports and presentations for senior leadership.
5. Contribute to the successful progression of digital and data initiatives through the CDO governance lifecycle.

Support for student:

UKHSA is an excellent placement opportunity 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 student to engage with subject matter experts and other early career researchers (ECR) across the UKHSA. At UKHSA, we have a thriving Early Career Research network led by our CDO Partnerships team. The student 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 organisational skills and the ability to manage multiple tasks.
- Clear and confident communication skills, both written and verbal.
- A proactive, problem-solving mindset.
- Experience working collaboratively as part of a team.

Desirable

- Experience working on digital, data or technology-focused projects.
- Familiarity with agile project management frameworks.
- Experience using tools such as Jira or similar project-tracking platforms.

Security/ health and safety restrictions (if relevant):

Not relevant

Anticipated costs associated with the placement (e.g. travel and subsistence costs), and any financial contribution the Host will make to help cover these (if relevant):

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 student or for any travelling and accommodation expenses incurred, except for necessary work related travel authorised in advance by UKHSA. The student 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.



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How to apply:**Closing date for applications:**

Application format: 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.

How to submit an application:

Send your CV and a cover letter (max 500 words) to the CDO Partnerships Team, UKHSA, CDOPartnerships@ukhsa.gov.uk with the subject line "Project Management DTP application".

Please note this opportunity is being advertised at multiple universities.

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 CV's 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.



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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.*