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| Corporate Title | <i>Manager/ Senior Manager</i> |
| Functional Title | <i>Policy and Planning Manager</i> |
| Reporting Officer | TRUST Policy and Planning lead |
| Work Location | MOHT Office |

Overview of Role

TRUST is a data sharing and analytics platform that supports the secure use of research and real-world datasets to enable health research data analytics, so as to improve health outcomes for Singapore and support data-driven innovation.

As a Policy & Planning Manager in MOH TRUST, you will be involved in the strategic development of TRUST to ensure its relevance to the research community locally and internationally. You will support the development of policies to ensure that TRUST strikes a good balance between secure and expeditious data analytics. You will work closely with government and partner agencies (e.g. MOH, SNDGO, GovTech, Synapse) as well as with the users from the public and private research ecosystem to achieve these objectives. In addition, you will work with government agencies (e.g. NRF, SNDGO, MCI) under a broader public-private data sharing strategy to promulgate the framework of MOH TRUST to enable data analytics beyond healthcare.

We are looking for a self-starter, resourceful and independent individual who will be able to work in a fast-paced environment.

Role Description / Responsibilities

- Partner TRUST Teams and stakeholders such as government agencies, healthcare and research community to define key needs, identify short and long-term goals, develop strategies to accomplish the goals and translate them into TRUST development roadmap.
- Develop and review governance policies and strategies to ensure safe, secure and efficient data sharing and analysis on TRUST as well as effective and efficient implementation of TRUST.
- Co-shape strategic research projects with healthcare and research community to showcase the value of TRUST as a research enabler.
- Support grant, project management and budget planning for TRUST. This includes deliverables and milestones review, progress reporting, funding paper development and budget review and planning.
- Secretariat for TRUST related meetings e.g. cross teams and steering committee.
- Drive engagements with users to share TRUST framework and roadmap as well as reviewing needs and concerns.

Job Requirements and Skillsets

- Minimum Bsc in health, sciences, public health, data or related discipline and preferably at least 5-7 years of experience in the R&D/ Health/ Science/ Data sector;
- Experience in coordinating national level strategic programmes and knowledge of the healthcare and biomedical sciences domain highly preferred;
- Familiarity with data and research governance such as Human Biomedical Research Act, Personal Data Protection Act, Public Sector Governance Act will be an advantage.
- Strong competencies in programme management, with the ability to coordinate multiple activities and resources in a fast-paced environment;
- Strategic thinker, ability to multi-task, proven problem-solving skills and resourceful;
- Team player who is able to work well and communicate effectively within and across teams and stakeholders;
- Excellent oral, written communication and negotiation skills, with the ability to translate complex ideas into succinct messages/materials

This position works in a collective organisation consisting of:

Besides TRUST Office, you will work with

1. Policy & Planning unit(s) i.e. MOH Health Policy Division, SNG Government Data Division
2. Data Management unit(s) i.e. MOH Data Management Division
3. Technical & Development unit(s) i.e. GovTech and Synapxe
4. Operations unit(s) i.e. GovTech, Synapxe, external vendor(s)

Candidates with work experience on any of the following will be considered favourably

Candidates with:

- Prior experience with policy formulation and strategic planning.
- Prior experience in research or data-related fields.

Please send your CV to Low_Pinyan@moh.gov.sg. Only shortlisted candidates will be contacted.