



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Programme Manager, Faculty of Medicine and Health



Salary: Grade 8 (£40, 792 – £48,677 p.a.)

Reference: MHIHS1224

Closing date: 2nd June 2019

Fixed-term for 30 months from 1st August 2019, 50% FTE

We are happy to consider job share applications and are committed to flexible working for all our employees.

Research Programme Manager (Senior Research Fellow)

School of Medicine, Leeds Institute of Health Sciences,

Are you an ambitious research manager looking for your next challenge? Do you have a background in applied health research? Do you want to further your career in one of the UK's leading research intensive Universities?

The National Institute for Health Research has funded a 30-month, large mixed methods study about prison healthcare within its Health Services and Delivery Research Programme. The study aims to explore gaps and variations in the quality of primary care for prisoners and identify ways of improving the quality of care. There are four inter-linking work packages.

You will manage the overall programme, co-ordinate the activities of the research staff and co-investigators, and play a key role in the successful completion of the various work packages. You will have previously managed or co-ordinated a large programme of research at a high level, involving multiple stakeholders and organisations. Ideally, this previous experience would have been gained in a healthcare context.

You will be responsible for: primary stakeholder engagement, project management, budget management, taking the lead for our patient and public involvement strategy, working closely with Spectrum People (our main Patient and Public Engagement partner), initiating and implementing all service level agreements and collaboration agreements, organising and convening the quarterly steering committee. We expect you to be involved in the academic aspects of the whole programme of work, as and when appropriate, playing to the methodological strengths of the successful candidate.

What does the role entail?

As Research Programme Manager, your main duties will include:

- Playing a significant role in the planning and direction of the programme of work to ensure successful completion of the work packages and the individual projects within them;
- Co-ordinating the activities of associated research staff across multiple sites, to ensure the projects are successfully completed;
- Budget management;
- Engaging and communicating effectively with key stakeholders;



- Leading the patient and public involvement strategy whilst working closely with Spectrum People (our main Patient and Public Engagement partner);
- Initiating and implementing all service level agreements and collaboration agreements;
- Organising and convening the quarterly steering committee;
- Liaising closely with the principal investigators to ensure the smooth running of the study;
- Involvement in research activities and/or analysis dependent on the methodological strengths of the successful candidate;
- Communicating or presenting research results through publication or other recognised forms of output;
- Preparing papers for publication in leading international journals and independently writing reports;
- Initiating proposals for research projects and, where appropriate, play a constructive role in obtaining research funding;
- Maintaining your own continuing professional development and acting as a mentor to less experienced colleagues as appropriate;
- Contributing to the research culture of the School, where appropriate.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to Professor Robbie Foy (Professor of Primary Care) and Dr Laura Sheard (Principal Research Fellow). You will be line managed by Dr Laura Sheard.

What will you bring to the role?

As Research Programme Manager, you will have:

- A PhD or close to completion (within three months of completion) in applied health research or a closely allied discipline, or equivalent research experience;
- An understanding of both quantitative and qualitative research approaches;
- Ability to provide inspiring leadership for the research group and work effectively to plan and oversee a programme of research across multiple academic and public sector organisations;



- Ability to work and think independently in order to plan a programme of research which involves aspects of active problem solving and managing competing demands;
- Experience of financial management of a research programme;
- Experience of high level administration (e.g. overseeing contractual procedures associated with a large research study);
- Experience of collaborating with external partners;
- An awareness of the key issues in patient and public engagement and the ability to develop, implement and lead the PPI strategy;
- A track record of refereed publications of international quality;
- Excellent written and verbal communication skills including presentation skills and the ability to communicate effectively with a wide range of stakeholders;
- A strong commitment to your own continuous professional development.

You may also have:

- Experience of undertaking or managing research (or previously working with) prisoners or ex-offenders or marginalised people/ groups;
- A successful record of obtaining external research funding as Co-Investigator or Principal Investigator;
- Experience of mentoring colleagues and supporting others in research techniques;
- The ability to disseminate the progress of the study via social media.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Laura Sheard, Principal Research Fellow

Tel: 01274 382828

Email: laura.sheard@bthft.nhs.uk



Professor Robbie Foy, Professor of Primary Care

Tel: 0113-34-34879

Email: r.foy@leeds.ac.uk

Additional information

The four interlinking work-packages are:

- Scoping review and stakeholder panel to identify and select quality indicators
- Exploratory qualitative study with ex-prisoners and prison healthcare staff
- Quantitative analysis of large scale, routinely held prison primary care records
- Integration of the above findings, using a stakeholder consensus process

Candidates shortlisted for interview will be able to access the study protocol from the research team.

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [Leeds Institute of Health Sciences](#)

Find out more about [Athena Swan](#) in the Faculty.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.



Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information page](#).

