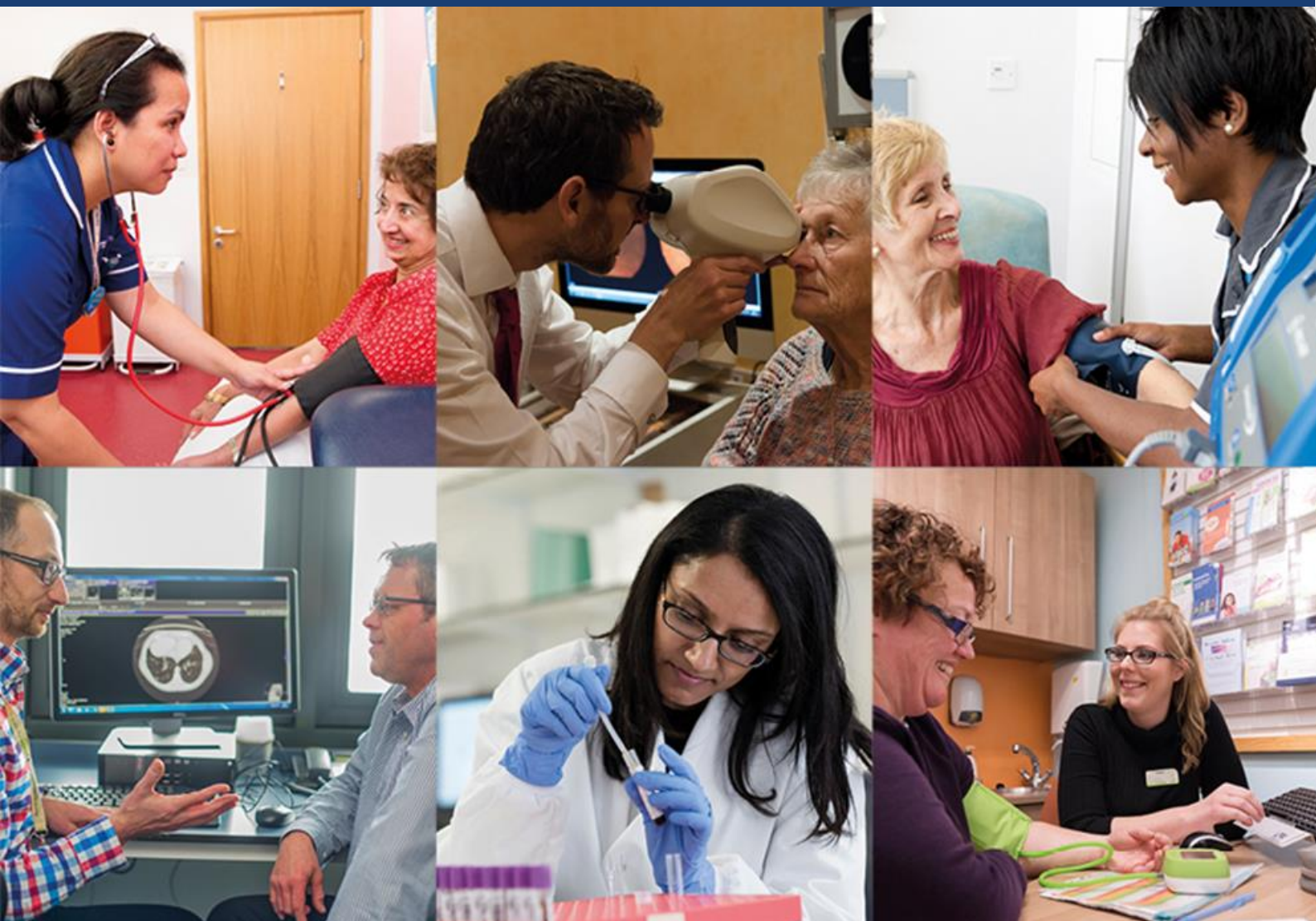


CANDIDATE BRIEF

Senior Portfolio Research Officer, NIHR Clinical Research Network



Salary: Grade 6 (£27,025 - £32,236 pa)

Reference: MHNCC1178

Closing date: 17 July 2019

Fixed-term until 31 March 2022

Leeds or London Based

Senior Portfolio Research Officer

NIHR Clinical Research Network Coordinating Centre

Do you have exceptional organisational skills and an ability to manage and support delivery of projects? Are you accurate with high standards of presentation and excellent attention to detail? Would you like to work in a busy team actively supporting the delivery of clinical research?

NATIONAL INSTITUTE FOR HEALTH RESEARCH

The NIHR Clinical Research Network is a key element of the National Institute for Health Research, which is funded through the Department of Health and Social Care to improve the health and wealth of the nation through research. The NIHR is a large, multi-faceted and nationally distributed organisation. Together, NIHR people, facilities and systems represent the most integrated clinical research system in the world, driving research from bench to bedside for the benefit of patients and the economy.

Since its establishment, the NIHR has transformed research in the NHS and social care. It has increased the volume of applied health and care research for the benefit of patients and the public, driven faster translation of basic science discoveries into tangible benefits for patients and the economy, and developed and supported the people who conduct and contribute to applied health research.

Further information on the National Institute for Health Research can be found at: www.nihr.ac.uk

The Senior Portfolio Research Officer is a key role within the Clinical Research Network Coordinating Centre. Working closely with the National Research Delivery Team, you will maintain administrative oversight of the inclusion of studies on the NIHR CRN portfolio which will include line management responsibilities. A strong focus on customer service is essential and the ability to ensure data and information is accurate.



The role also includes a project management element and you will be linked to a number of new or on-going projects which will mean flexibility and excellent organisation skills are required to ensure deadlines are met

What does the role entail?

As a Senior Portfolio Research Officer, your main duties will include:

- Line management of 3 Portfolio Support Assistants, including setting personal objectives, undertaking regular reviews and supporting their personal development.
- Oversee the administrative process for including studies on the NIHR CRN portfolio. This will involve following an SOP for study record management
- Work collectively with the Portfolio Support Assistants, and with minimal supervision, to highlight and resolve problems, using own initiative to generate solutions.
- Continue to monitor relevant study record management processes to ensure they continue to be effective and provide suggestions for improvement.
- Actively contribute to new and on-going projects on behalf of the Research Delivery Team. This may include linking with internal and external stakeholders to proactively inform the project team and taking responsibility for the planning, gathering and analysis of this information
- By analysing data from the Central Portfolio Management System (CPMS) and Qlikview Open Data Platform (ODP); produce reports on a regular and ad-hoc basis for the purpose of performance monitoring, annual reviews, Specialty Portfolio reviews, presentations, newsletters and project reports
- Work with all the members of the Research Delivery Team to ensure queries (external or internal) related to the NIHR CRN Portfolio are responded to in a timely manner and that queries related to other CRN functions are signposted appropriately
- Ensure that the quality of all study information is of a high standard, highlighting any recurring data quality issues.
- Provide information and guidance, in appropriate media, on Research Delivery processes for internal team members and external stakeholders proactively and reactively

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.



What will you bring to the role?

As a Senior Portfolio Research Officer you will have:

- Specifically, you must be able to demonstrate the following experience and competencies, or your equivalents in other fields:
 - Educated to degree level in a relevant subject area or equivalent experience.
 - Knowledge of the NIHR CRN and/ or clinical research.
- Experience of line management
- Experience of project management with the ability to manage several ongoing projects at once
- Excellent organisation skills with the ability to work under pressure to tight deadlines
- Experience of providing an excellent customer focused approach to communication and handling of queries
- High level of computer literacy with experience of using database systems
- Ability to handle, analyse and present complex data and information with accuracy and attention to detail
- Ability to work both on your own initiative and as part of a team.
- Effective interpersonal skills and the ability to work with stakeholders at all levels.

You may also have:

- Availability and willingness to travel throughout the UK to attend meetings and events, with occasional overnight stay.
- Experience of project planning and producing performance monitoring and evaluation reports.
- Experience of the manipulation of large data sets, including the use of Microsoft Excel.
- Experience of Google applications.

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:

Fiona Brain, Research Delivery Lead

Tel: +44 (0)113 343 0398

Email: Fiona.a.brain@nihr.ac.uk

Additional information

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

Find out more about [NIHR Clinical Research Network](#)

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

Working at Leeds

Find out more about the benefits of working at the University and what it's 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

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

You can find out more about required checks and declarations in our [Criminal Records](#) information page.

