



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Operations Manager / Director of Operations for the NIHR Leeds Biomedical Research Centre (BRC)**



**Salary: Grade 8 (£40,792 – £48,677 p.a.) or grade 9 (£50,132 – £58,089 p.a.) depending on qualifications and experience**

**Reference: MHLRM1119**

**Fixed-term until 31 March 2022**

**Secondments will be considered**

# **Operations Manager / Director of Operations for the NIHR Leeds Biomedical Research Centre (BRC) Leeds Institute of Rheumatic & Musculoskeletal Medicine (LIRMM), School of Medicine**

**Are you an experienced and ambitious research professional looking to further your career in one of the UK's leading universities? Would you like to help progress translational research and research innovation? Are you a confident leader capable of building excellent working relationships with academic and external colleagues?**

The NIHR Leeds Biomedical Research Centre (BRC) is a dynamic and vibrant translational research centre that brings together researchers from across the University of Leeds and Leeds Teaching Hospitals Trust. With a budget of £1.7million per year, this post has been designed to provide operational oversight of the BRC's activities.

We are looking for a professional and proactive individual to work alongside both the School of Medicine and the Leeds Teaching Hospitals Trust to support academics across the NIHR Leeds Biomedical Research Centre, who support internationally leading research and innovation in translational research. You will be pivotal in the operational delivery and future development of the National Institute of Health Research (NIHR) Leeds Biomedical Research Centre. You will contribute to the strategic direction and operational delivery of the Centre, and lead and maintain an efficient management service to provide full support for the Centre's scientific work.

## **What does the role entail?**

Reporting to the BRC Deputy Director, the Operations Manager / Director of the BRC takes overall responsibility for the organisation and operational oversight of the BRC, ensuring effective organisation, functioning and communication between the partners who successfully secured NIHR funding, the Leeds Teaching Hospitals Trust (LTHT) and the University of Leeds (UoL).



As Operations Manager (grade 8) / Director of Operations (grade 9) for the NIHR Leeds Biomedical Research Centre (BRC), your main duties will include:

- Working closely with the BRC Director (Professor Paul Emery), Deputy Directors (Professor Anne-Maree Keenan and Professor Philip Conaghan) and Trust Headquarters Chief Operating Office (Mr Julian Hartley) and Director of Research and Innovation (Dr Jacqueline Andrews) in order to establish and maintain clear and effective organisational structures which will facilitate the smooth operation of the BRC within its member organisations;
- Working with the BRC Board in order to develop and maintain detailed strategies to ensure a transparent governance structures for the functioning of the BRC;
- Co-ordinating and overseeing performance reporting of the activities within the BRC, including annual review of research activities against deliverable outcomes and the NIHR annual report;
- Co-ordinating major projects undertaken by the BRC, such as the acquisition and installation of equipment and infrastructure;
- Being the main contact and manager for the NIHR, University and NHS and its staff relating to the Centre's activities and to represent the Centre in all issues delegated to this post by the NIHR, the University and NHS Head Office (e.g. budget setting, staff issues, appointments and estates);
- Working and liaising with counterparts of other NIHR Infrastructures, both local and national Biomedical Research Centres and to represent the Centre and its partner organisations;
- Ensuring that an administrative/management service (involving matters of, inter alia, budgets, estates, safety, policies and procedures for University of Leeds and Trust staff) is provided to both partner organisations;
- Being the initial budget holder and manager for all accounts held within the Centre including responsibility for the production of management accounts and the adherence to financial processes;
- Liaising with associated Finance and Business Managers for the three employers;
- Proactively working with the University and Trust Administration to provide information on Centre processes, staff, finances and estates;
- Providing administrative support and advice to technical support staff in the BRC and assisting in the recruitment/interviewing of these staff;



- Working closely with the Directors and the academic and scientific groups or team leaders in the managing, selecting, appraisal and training of these staff, and the proper planning and allocation of work (including compiling job descriptions);
- Co-ordinate the response to the NIHR Annual Review;
- In conjunction with Human Resources, you will be responsible for ensuring the implementation of HR Policies and Procedures, as relevant and applicable, within the BRC and for reporting on these matters as required.

As Director of Operations (grade 9) for the NIHR Leeds Biomedical Research Centre (BRC), you will also:

- Lead on the strategic alignment of opportunities to bridge basic research funding to into translational research;
- Provide a lead on the preparation of the NIHR Annual Review and performance appraisal;
- Deputise for the BRC Directors at appropriate local, regional and national events, promoting the activities and opportunities for collaboration for the BRC;
- Participate in and develop strategic local, regional and national networks which promote and develop opportunities for the BRC;
- Provide senior leadership for local and regional networks (such as the Northern BRC Manager's network);
- Initiate performance review and identifying solutions to support performance and delivery of the research programmes through each of the workstreams;
- Working with senior BRC staff, identify personal and professional development opportunities and training needs for the core BRC staff to support the achievement of strategic objectives;
- Work with senior academics, assisting them in establishing a portfolio of substantial funding from a variety of sources, including Research Councils, Charities, Industry and other organisations together with the BRC Executive, review and develop appropriate processes for, and participate in, the selection of research projects and prioritisation of research activities with the BRC;
- Work with the Directors, the BRC Strategic Lead, senior staff within the Trust and University, playing a major role in developing and delivering plans for the next NIHR funding competition for BRCs (due in 2022).



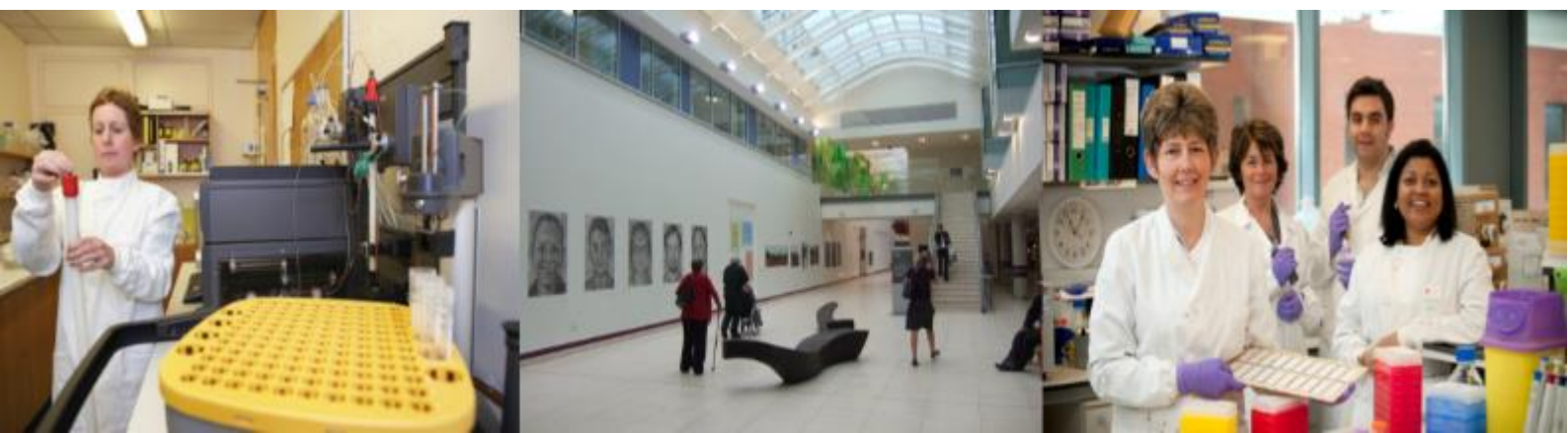
You will report to the BRC Deputy Director, Prof Philip Conaghan and to the BRC Board.

## What will you bring to the role?

As an Operations Manager (Grade 8) for the NIHR Leeds Biomedical Research Centre (BRC) you will:

- Have a related post graduate qualification or equivalent experience;
- Be experienced in working in or with academic and research organisations at a senior level;
- Have excellent communication and interpersonal skills;
- Be a team player who is responsive, efficient, highly motivated and possesses effective presentation and negotiation skills;
- Have relevant previous managerial and administrative experience inclusive of budgeting and business finance experience, and all aspects of general staff management;
- Have experience in developing relevant organisational and administration structures;
- Have a proactive approach, with excellent organisational skills and project management skills, including the ability to prioritise and balance workloads, deliver results and meet targets under pressure;
- The flexibility to undertake UK travel and to work beyond normal working hours for meetings and events if necessary;
- The ability to work both independently and as part of a team;
- A proven ability to build, maintain and develop effective working relationships with staff at all levels inside and outside an organisation.

In addition, as Operations Director (grade 9) for the NIHR Leeds Biomedical Research Centre (BRC), you will:



- Have a PhD in a related discipline or related experience working at a senior level within an academic environment;
- Be a dynamic, adaptable and influential leader, who has a track record of making major contributions to high performing organisations;
- Have a confident personal leadership style, as evidenced by a track-record of having successfully influenced strategy;
- Have experience of involvement in successful competitive funding applications;
- Have a relevant background and experience in leadership and management in a scientific or technical area.

At both grades you may also have:

- Experience of working with or liaising with a range of health sector organisations;
- Previous experience interacting with contractors, on site, in the commission of building projects, as well as some facilities management (estates) experience;
- A sound understanding of the use of information technology in a modern business environment and competence in the use computer software to facilitate an effective managerial service.

## 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.

Before you apply for a secondment you must have agreement from your line manager that you are able to take up the role on a secondment basis if successful.

## Contact information

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

**Professor Anne-Maree Keenan**

Tel: +44 (0)113 343 1238

Email: [A.Keenan@leeds.ac.uk](mailto:A.Keenan@leeds.ac.uk)



## Additional information

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

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

Find out more about [Leeds Institute of Rheumatic & Musculoskeletal Medicine](#)

Find out more about [Leeds Biomedical Research Centre](#)

## 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](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

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

