



Leeds Centre
for **Personalised**
Medicine and Health



Leeds Academic Health
PARTNERSHIP

Candidate brief

Head of Operations

Salary: Grade 9 (£50,132 - £58,089 per annum)
Reference: MHLPM1004
Closing date: Tuesday 23 July 2019 (23:59)
Interview date: Wednesday 21 August 2019

Full time 1.0 FTE (100%), fixed term until 31 March 2021 due to external funding

A partnership, supported by



UNIVERSITY OF LEEDS



YORKSHIRE & HUMBER
ACADEMIC HEALTH SCIENCE NETWORK

Head of Operations

Leeds Centre for Personalised Medicine and Health

Hosted by the Faculty of Medicine and Health, University of Leeds

Are you an experienced strategic and operational leader? Would you like a role supporting the development and delivery of cutting-edge health innovation? Do you want to further your career in one of the UK's leading research intensive cities?

The **Leeds Centre for Personalised Medicine and Health** accelerates the research, evaluation and adoption of new treatments and technologies that move away from a 'one size fits all' approach. We aim to improve health in a healthy economy, underpinned by the best research and education. We are committed to driving forward innovative approaches that support the whole person, and shift the focus from one of disease, to one of health.

We are going through an exciting period of growth and change. As part of the **Leeds Academic Health Partnership**, and supported by the **University of Leeds** and **Yorkshire and Humber Academic Health Science Network**, we are accelerating our ambition to transform the health, wealth and wellbeing of our citizens. Through the development of our 'precision prevention' flagship projects, focussed on the prevention of frailty and the early diagnosis of cancer, we are driving forward a strategy to improve health and care, generate inclusive economic growth and demonstrate academic excellence and impact.

To support our growth, we are seeking a Head of Operations to provide overall operational leadership and business management. As an integral senior member of the team, you will contribute to the leadership, development and delivery of the Centre's vision, strategic objectives, and sustainability.

You will have at least a Masters degree or equivalent experience in a science, technical or business discipline, with extensive senior experience of strategic and operational management at the interface between academia, healthcare and business in a public or private sector organization.

What does the role entail?

As the Head of Operations for the Leeds Centre for Personalised Medicine and Health, your main duties will include:

- **Overall operational leadership and business management for the Centre, responsible for:**
 - the Centre's governance procedures, and the establishment of performance monitoring, risk management, and reporting frameworks
 - developing agile policies and processes to support programme and project delivery
 - the Centre's operational finances including budget management and financial reporting
 - line management of the Centre's core operational team, including the Marketing and Communications Manager, and Centre Coordinator.
- **Securing the long-term financial sustainability of the Centre, responsible for:**
 - establishing the Centre's philanthropy strategy, working closely with fund raising experts across our partners to leverage core strategic funding for all of our workstreams from national and international philanthropists
 - ensuring that grant funding and other income is appropriately attributed to the Centre and continues to support our activities
 - developing our offer to commercial and non-commercial partners, overseeing business development and income generation.
- **Oversight of the implementation of the Centre's approach to partnership, including:**
 - ensuring that patients, carers and the wider public are actively engaged and involved in the Centre's programmes
 - streamlining engagement and establishing effective interfaces with key commercial and non-commercial partners
 - devising and implementing a fully integrated, multi-faceted marketing and communications strategy to grow both our reputation and income.
- **Ensuring the effective management of key research and implementation assets to catalyse the development of new enabling infrastructure and supportive technologies, including:**
 - conducting a full inventory of relevant city-wide assets in order to develop the best digitally enabled research infrastructure and innovation test-bed
 - formulating asset management and investment plans
 - working with the wider partnership to develop innovative approaches to quickly and efficiently implement new health technologies into routine care.

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 the Head of Operations for the Leeds Centre for Personalised Medicine and Health you will have:

- a postgraduate degree, or equivalent experience, in a science, technical or business discipline
- extensive senior level experience of strategic and operational management at the interface between academia, healthcare and business
- extensive business development experience and a track record of leveraging funding from across the public and private sector. Experience of securing philanthropic funding is also desirable.
- extensive expertise in developing and implementing strategy, writing business cases and prioritising and planning appropriately to achieve targets
- demonstrable emotional and cultural intelligence with extensive experience of successfully leading diverse teams, partnerships, projects and programmes using inspirational leadership and soft power, whilst also demonstrating well-defined people management and coaching skills
- evidence of sound judgement, analytical skills and problem solving abilities using an innovative and non-bureaucratic approach, providing advice, guidance and support to others
- the ability to represent the Centre at a senior level on committees, and to develop complex collaborations with partners, influencing and operating effectively with senior individuals from clinical professions, health and care, the third-sector, government, academia, and industry
- the ability to work effectively under pressure and in a challenging work environment, with competing stakeholder interests and tight deadlines
- extensive experience of working at a senior level to manage large complex budgets, across multiple organisations, with a demonstrable understanding of the economic challenges facing both universities and health and care
- a strong commitment to your own continuous professional development.

You may also have:

- a professional management or project management qualification
- a track record of leading and supporting the delivery of world-class research with multidisciplinary and cross-sector teams, including successful grant writing
- knowledge of marketing, communications and/or patient and public engagement
- knowledge of health technology assessment methodology and/or the NHS innovation, adoption and commissioning landscape
- commercial experience in a personalised medicine related industry, such as diagnostics, pharmaceuticals, digital health, medical technologies etc.

How to apply

You can apply for this role online. More guidance can be found on the University of Leeds' [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 in further details, or for any queries you may have, please contact

Dr Mike Messenger, Head of Personalised Medicine and Health
M.P.Messenger@leeds.ac.uk

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

Rehabilitation of Offenders Act 1974

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.

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](#).