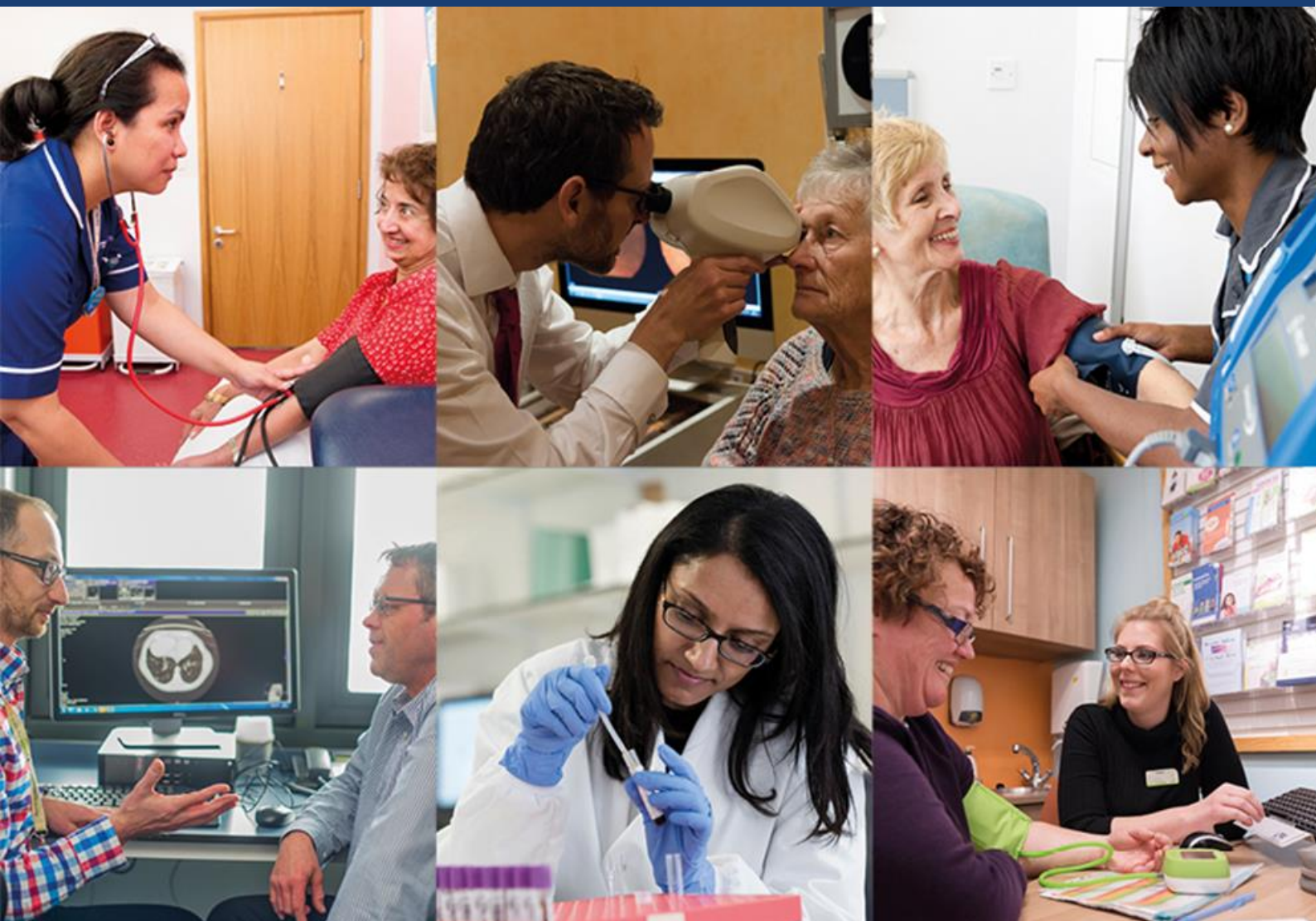


**CANDIDATE BRIEF**

**Governance Coordinator, NIHR Clinical Research Network Coordinating Centre**



**Salary: Grade 5 (£22,659 – £26,243 p.a.) pro-rata**

**Reference: MHNCC1180**

**Closing date: 28 August 2019**

**Fixed-term until 31 March 2022 – Part time 0.5FTE**

## **NIHR Clinical Research Network Coordinating Centre**

### **Governance Coordinator**

Do you have excellent organisational skills and a real attention to detail? Do you enjoy working with key stakeholders and senior leaders in a high performing, innovative organisation? Would you like to be part of a team that provides a high quality corporate management and governance service?

An exciting opportunity has arisen to join a busy, highly motivated team at the NIHR Clinical Research Network's National Coordinating Centre.

### **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](http://www.nihr.ac.uk)

As Governance Coordinator you will be based in the Corporate Management and Governance team (CM&G), within the Corporate Operations Directorate. You will work closely with the Governance team, Senior and Executive teams and establish strong cross-organisational relationships.



You will actively support the Governance Officer, Governance Manager and Head of Corporate Management and Governance, reporting to the Governance Officer to deliver robust governance frameworks and promote best practice.

As a member of the team you will schedule and support a programme of key boards and committees. You will also work with the CM&G team on key projects and initiatives by providing support and sometimes leading discreet projects to deliver a programme of information governance (IG) and learning activities to ensure organisational compliance with data protection legislation.

Working proactively and often independently with excellent organisational and time management skills, you will demonstrate a high level of attention to detail. You will be an excellent communicator having experience of working with a variety of internal and external stakeholders. You will be a great team player with a positive attitude.

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

As Governance Coordinator, you will be expected to:

- Provide high level administrative support for local and national meetings, coordinating activities from scheduling appointments/meeting dates to taking minutes and monitoring the completion of actions.
- Coordinate and manage the submission of documents for meetings from a variety of teams across the organization
- Liaise with internal and external colleagues to ensure the smooth running of the meetings cycles, advising on process and activities as needed
- Format, proof-read, edit and input into the development of high quality internal reports, publicity material and presentations.
- Communicate verbally and in writing with staff and stakeholders at all levels in a confident and professional manner.
- Provide support and input to information governance and information management projects and activities to ensure compliance with prevailing legislation
- Maintain the update of information resources and Intranet content relating to the governance function.
- Develop an awareness and understanding of the key activities of the NIHR CRN and ensure that any work being undertaken by this post is fully integrated and responsive to new developments.



- Keep abreast of work being carried out by other NIHR CRN CC departments.
- Work flexibly to support any additional activities and projects across the wider Corporate Management and Governance function

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 Governance Coordinator, you will have:

- Excellent organisational skills with a proven ability to manage time effectively, prioritise work and to deliver consistently high quality results to tight timelines;
- Excellent communication and interpersonal skills with the ability to interact with a wide range of professionals and develop good working relationships with staff at all levels, including external stakeholders, Executive Directors and Senior Leaders;
- Experience of implementing a high level of attention to detail;
- A self-motivated and enthusiastic proactive approach to working in a dynamic and complex organisation;
- The ability to work independently and to show initiative;
- Demonstrable evidence of working effectively and flexibly in a team;
- Reliability and an ability to manage confidential and/or sensitive information in an appropriate manner;
- Administration experience gained in a busy office/team environment;
- Experience of implementing, reviewing and following standard procedures.

You may also have:

- An understanding of Information Governance principles and some knowledge of the General Data Protection Regulation (EU) 2016 and the Data Protection Act 2018
- Familiarity with medical, scientific and/or research terminology
- Awareness of the UK clinical research environment
- Some experience in leading small to medium sized projects



## 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 either:

### Helen Hargreaves, Governance Officer

Tel: +44 (0)113 343 0312

Email: [Helen.Hargreaves@nihr.ac.uk](mailto:Helen.Hargreaves@nihr.ac.uk)

Or

### Sue Barry, Governance Manager

Tel: +44 (0)113 343 0144

Email: [Susan.Barry@nihr.ac.uk](mailto:Susan.Barry@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](mailto: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.

