

## CANDIDATE BRIEF

**Assistant Specialty Cluster Lead (Cancer, Surgery and Oral & Dental Health), NIHR Clinical Research Network Coordinating Centre**



**Salary: Grade 9 (£50,132 – £58,089 p.a)**

**Reference: MHNCC1181**

**Closing date: 18 August 2019**

**Fixed-term until 31 March 2022**

## **Assistant Specialty Cluster Lead (Cancer, Surgery and Oral & Dental Health), NIHR Clinical Research Network Coordinating Centre**

**Do you have the skills, experience and passion to take on a national leadership role to shape the future of cancer, surgery and oral & dental health research across the UK? Would you like to be part of the senior management team of the NIHR's Clinical Research Network, one of the key components of the most integrated health research system in the world? Do you have the ability to work with a wide range of stakeholders to influence and foster collaborations at the highest level in order to promote the development and delivery of research which directly benefits patients and the public?**

The National Institute of Health Research (NIHR) Clinical Research Network (CRN) is part of a world class infrastructure that supports health and social care research across the nation. The University of Leeds is one of five Alliance Partners of the NIHR CRN and hosts both the national Coordinating Centre (CC) and the Specialty Cluster Office responsible for Cancer, Surgery and Oral & Dental health research, one of six Specialty Clusters which fall under the CRN CC's Medical Directorate.

The Specialty Cluster Office provides a coordinating function for three clinical specialties led by six National Specialty Leads for Cancer and one each for Surgery and Oral & Dental Health. The National Specialty Leads, who are based across England, bring together research leaders and their communities of clinical practice with wider stakeholders. The Specialty Cluster Office also leads the CRN in Medical Informatics and Data Linkage and other cross-cutting areas of emerging technology and innovation including research dissemination and implementation.

The NIHR CRN Assistant Specialty Cluster Lead, alongside and responsible to the Specialty Cluster Lead, provides senior leadership and is accountable for the delivery of initiatives and activities for the Cluster's Specialties and cross-cutting areas of emerging technologies and innovation.

You will be responsible for dealing proactively and positively with people at all levels within research funding bodies, the Association of Medical Research Charities, the life sciences industry (including pharma, biotech, med tech and diagnostics), the medical royal colleges, offices of the UK devolved administrations, clinical trials units, patient groups, relevant





sectors of the public and other NIHR infrastructures. You will also work closely with National and Local Clinical Specialty Leads and in particular colleagues in the Medical, Research Delivery and Business Development & Marketing Directorates as well as the wider CRN CC functions.

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

As the Assistant Specialty Cluster Lead, your main duties will include:

- Maintaining up-to-date knowledge of the clinical research environment, positively influencing and translating changes in that environment into appropriate changes in the NIHR CRN to ensure the CRN remains at the forefront of clinical research internationally.
- Ensuring NIHR CRN is represented in study/portfolio development for its specialties as appropriate.
- Working with the Specialty Cluster Lead to provide leadership and support to National Clinical Speciality Leads, their Specialty Groups and other national clinical communities of practice.
- Monitoring the volume, balance and pipeline of Speciality research portfolios, and providing expert intelligence and advice to the Executive team where necessary.
- Ensuring that NIHR CRN is represented in study/portfolio development for associated Specialties, facilitating opportunities with Clinical Trial Units, NIHR infrastructure and other groups responsible for portfolio development.
- Developing and leading NIHR CRN initiatives in the institutional area of emerging technology or clinical research innovation drawing on the strengths of the Partner Institution.
- Playing a key role in identifying opportunities to strengthen the network for Specialties within the Cluster, through collaboration with other national stakeholders, and by seeking out opportunities to engage with the NHS, funders and the life sciences industry.
- Playing a key role in fostering collaborative linkages and synergies with all relevant strands of the wider NIHR infrastructures and family in support of the Cluster and relevant National Specialty groups.
- Monitoring the changing NHS and research delivery landscape for specific specialties and ensuring the CRN can adapt to meet the needs of the evolving environment, using data driven business intelligence.
- Working in collaboration with the Medical Director, Specialty Cluster Leads, National Specialty Leads and Local Clinical Research Network Divisional Clinical Leads to develop, monitor and manage performance against their Specialty objectives.
- Working closely with the Divisional Research Delivery team to support national performance of each specialty portfolio within the Cluster.



- Identifying risks and opportunities to national performance of Specialty portfolios and develop mitigating actions with the Research Delivery Directorate.
- Planning, developing and providing senior leadership of a team of staff working within the Cluster Office with the Specialty Cluster Lead.
- Developing effective working relationships (working closely with the Business Development team) with relevant funders delivering clinical research in the NHS with the aim of increasing the quantity and performance of high quality non-commercial and commercial clinical research conducted in the UK.
- Working with the Workforce Development team to support the professional development of CRN staff delivering research in the Specialty areas associated with the Cluster in order to ensure that training and education provision is appropriate and sufficient to meet the needs of the CRN workforce.
- Supporting the development of the national strategic and operational plans for the Specialty Cluster.
- Promoting and representing the NIHR CRN nationally and internationally, attending stakeholder conferences and meetings where appropriate.
- Providing specialist input to key national work-streams and initiatives, including relevant Cluster-specific communications.
- Line management responsibility for the Specialty Cluster Manager, EORTC Liaison Officers and the Chemotherapy and Pharmacy Adviser.

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 Assistant Specialty Cluster Lead, you will have:

- A graduate degree or equivalent level qualification in a relevant subject area, such as nursing, health sciences;
- Substantial experience of working on clinical research projects or equivalent knowledge of clinical research;
- Proven leadership skills and successful management experience;
- Advanced organisational skills demonstrated by a proven ability to successfully initiate, manage and complete complex projects;
- Demonstrable experience and evidence of results in problem solving by creating solutions, planning strategic action and reviewing impact;
- A proven ability to work flexibly, manage competing priorities and deliver results on time;



- The ability to conceptualise, articulate and communicate persuasively about complex ideas;
- The ability to command the respect of and operate effectively with senior individuals from professional bodies, government, academia, the NHS and Industry;
- Demonstrable experience of working in a complex environment, requiring effective influencing and communication skills to deliver impact;
- The ability to write professional reports and business papers, communications materials and copy;
- Demonstrable experience and the ability to participate constructively and effectively in meetings and decision making processes;
- Demonstrable experience of direct line management of staff, including delivering staff appraisals and development;
- Demonstrable IT-literacy skills and experience of working with and interpreting data;
- A willingness and ability to travel frequently usually within the UK but international trips may be required.

You may also have:

- National awareness and understanding of the activities, objectives and strategic direction of clinical research, both current and future;
- A post-graduate degree or equivalent level qualification in a relevant subject area, such as nursing, health sciences;
- Significant experience of the specific specialties relevant to the role;
- Significant knowledge of the NIHR, in particular the Clinical Research Network.

### 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:

**Professor Matt Seymour (Specialty Cluster Lead)**

Tel: 07786 250618

Email: [Matt.seymour@nihr.ac.uk](mailto:Matt.seymour@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.

