



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Programme and Delivery Manager, Faculty of Medicine and Health**



**Salary: Grade 8 (£39,992 - £47,722 p.a.)**

**Reference: MHCTR1166**

**Closing date: 15 September 2019**

**Open ended fixed term for 36 months**

## **Programme and Delivery Manager**

### **UK Clinical Research Collaboration Clinical Trials Unit Network School of Medicine, Leeds Institute of Clinical Trials Research**

**Do you have programme management experience in any area of healthcare research and are skilled at building and maintaining relationships? Do you want an exciting opportunity to lead the strategic development and delivery of an established national academic clinical trials unit network? Are you an enthusiastic, driven individual with proven experience delivering complex programmes with multiple stakeholders?**

The UK Clinical Research Collaboration (UKCRC) Registered Clinical Trials Unit (CTU) Network is a national network of registered clinical trials units whose aim is to provide members with information, guidance and representation and to act as a strong voice in order to successfully support member activities in their delivery of high quality, efficient, effective and sustainable clinical trials research in the UK. Membership of the Network is reviewed by an international panel on a regular basis. The Network is now over 10 years old; this is an exciting opportunity, for the right person, to contribute to the development and delivery of the Network strategy for the next 10 years.

You will lead the development, management and delivery of the UKCRC Registered CTU Network strategic programme of work, which will include the implementation of robust governance processes for all aspects of Network operation and administration. You will coordinate the International UKCRC CTU Registration Process and be responsible for promoting the Network nationally and internationally. You will ideally be experienced in health policy and building strategic relationships with key stakeholders including funders, Department of Health and regulatory authorities within the UK.

As a Programmer and Delivery Manager you will be a talented and dynamic individual with excellent communication, interpersonal and time management skills. You will have considerable experience of project and programme management within a complex organisation or across multiple agencies.

The role will involve regular national travel and overnight stays. We offer an attractive [relocation package](#) to those wishing to relocate to the area to take up this role as well as supporting home-working to enable a better work-life balance.



You will have line management responsibility for the Network administrator. The role will be line managed by the Director of the UKCRC Clinical Trials Unit Network.

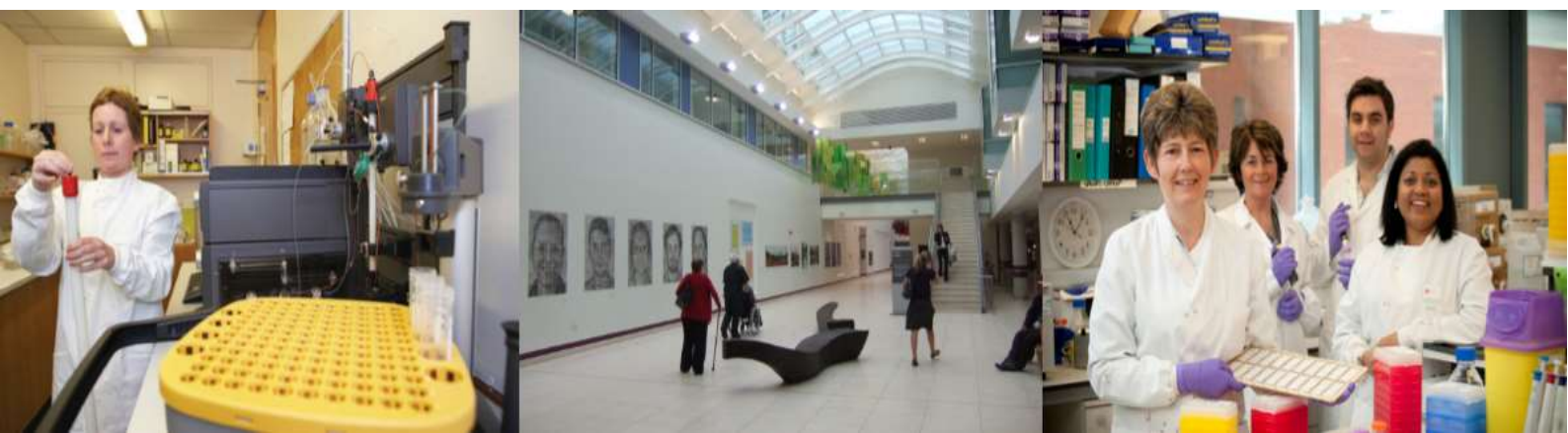
The UKCRC Registered CTU Network is hosted in the Leeds Institute of Clinical Trials Research (LICTR) at the University of Leeds.

LICTR, and its clinical trials department, the Clinical Trials Research Unit (CTRU) is an international leader in the field of clinical trials. The Unit is one of the largest in the UK and conducts national and international randomised clinical trials in a variety of clinical fields. Our main aim is to support the challenge of changing clinical practice for the better and our past results and current work have already helped to do this. Our results inform the development of this specialised field of clinical research on a national and international level. Particularly, we specialise in complex phase III trials, efficient phase I/II trials, biomarker driven designs, seamless phase II/III designs, adaptive designs and the development and evaluation of complex interventions.

## What does the role entail?

As Programme and Delivery Manager, your main duties will include:

- Supporting the UK wide Network Executive Committee across a range of strategic projects, providing advice to the Network Executive Committee on opportunities, priority setting, alignment with other Network projects and risks;
- Working with the Network Director and Executive Committee to develop and continuously improve Network operations;
- Working with the Network Director and Executive Committee to develop national strategies and policies of the Network and taking ownership of the strategic work plan;
- Management of the Network budget and resource planning;
- Leading the development, planning, co-ordination and running of the International Registration Review Process;
- Develop and manage a policy programme for the UKCRC CTU Network, working with the Network Executive Committee to influence policy design at a national level.
- Develop a communication and engagement plan to increase the profile of the Network and Clinical Trial Units with researchers, parliamentarians and key decision-makers.



- Driving the development, management, monitoring and successful delivery of Network working groups;
- Managing project progress through appropriate media and reporting to the Director of the Network, Executive Committee and CTU Directors.
- Leading the development and ongoing improvements of the Network website and ensuring efficient and timely network communications through quarterly development of the Network newsletter;
- Leading internal and external meetings, both strategic and operational, and ensuring the effective administration of these meetings;
- Building and maintaining strong, flexible, dynamic and effective working relationships;
- Working with the Network Director to promote the Network and build relationships with key stakeholders.
- Identifying key national and international conferences, meetings and events at which to raise the profile of the Network and promote the work of academic CTUs.
- Deputising for the Network Director at key stakeholder meetings as required, and;
- Managing the Network Administrator to ensure effective Network administration.

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 Programme and Delivery Manager you will have:

- A degree qualification or relevant experience in a health related research environment;
- Significant experience of project and programme management within a complex environment;
- Excellent interpersonal skills with a proven track record of influencing colleagues through credible debate and provision of effective support;
- Experience of strategy development and implementation;
- A high level of organisational, planning and self-management skills, including the ability to manage and meet multiple deadlines and deliver operational projects across several organisational boundaries and handle problems, efficiently and effectively, using your own initiative;



- Confidence, experience and the ability to lead complex multi-disciplinary meetings and decision making processes with strategic thinking and an inquisitive mind;
- The ability to assimilate information and reproduce it in a clear, consistent, accurate and relevant manner according to purpose and audience;
- The ability to build professional working relationships with internal and external staff, using effective negotiation, diplomacy and influencing skills;
- The ability to coach and develop staff and advance their skills and knowledge;
- A commitment to upholding University values and taking ownership for personal development.

You may also have:

- Experience of clinical trial management or management of other health care research;
- A project management qualification (eg PRINCE 2);
- Experience of working in higher education.
- Experience of the translation of evidence into policy and practice and of policy development within a health or medical charity environment;

## 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. «closing date: insert hyperlink to job advert on Stonefish»

## Contact information

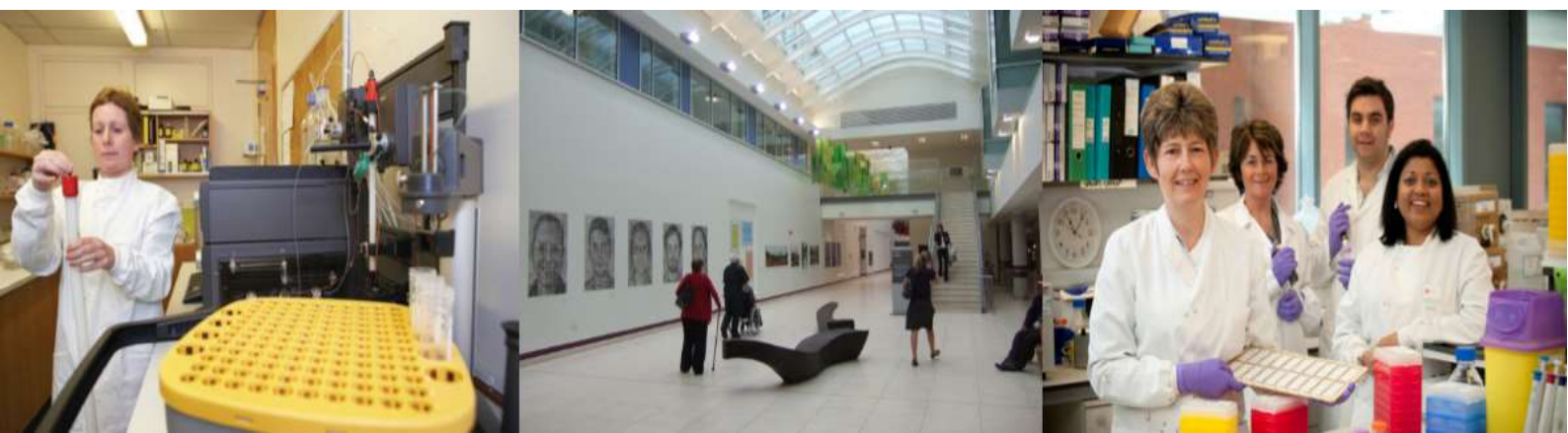
To explore the post further or for any queries you may have, please contact:

**Gill Booth, Operations Director**

Tel: +44 113 343 1496; Email: [g.eddison@leeds.ac.uk](mailto:g.eddison@leeds.ac.uk)

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## Additional information

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

Find out more about [Athena Swan](#) in the Faculty.

### 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

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.

