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CANDIDATE BRIEF

Join Dementia Research Manager, NIHR Clinical Research Network Coordinating Centre

Salary: Grade 8 (£41,526 – £49,553 p.a.)

Reference: MHNCC1195

Closing date: 03 December 2019

Fixed-term until 31st March 2022

Join Dementia Research Manager

Grade 8

NIHR Clinical Research Network Coordinating Centre

Are you ready to lead one of the best performing research registers in the country? Are you passionate about improving research into dementia and other conditions? Do you have an excellent understanding of both the research environment and how to use the latest digital technologies to support it?

An exciting opportunity has arisen to manage the Join Dementia Research service, run through the NIHR Clinical Research Network's National Coordinating Centre in partnership with the country's leading dementia charities.

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

Join Dementia Research is a unique service matching people with researchers looking for volunteers for their studies across the UK. It is funded by the Department of Health and Social Care and delivered in partnership with Alzheimer Scotland, the Alzheimer's Society and Alzheimer Research UK, together with the National Director of Dementia Research's office and the devolved administrations. With over 42,000 people on the register, 100 studies open at present and having already matched 20,000 participants into studies, it is one of the world's leading dementia registries and a model for other digital research services.

The role reports into the Head of Public Engagement/Acting Head of Digital Engagement Programmes and will sit and contribute to the Stakeholder Engagement Directorate Senior Management Team. The role holder will be a member of the Join Dementia Research Programme Board, chaired by the National Director for Dementia Research. The successful candidate will represent the CRN at meetings, managing many high level relationships with charity, NHS and social care stakeholders and researchers as well as managing our approach to volunteers and the public. The role holder will work closely with other members of the CRNCC and research delivery teams and specifically the LCRNs delivering research in the NHS.

What does the role entail?

As Join Dementia Research Manager, your main duties will include:

1. Lead on the operational management of the Join Dementia Research Service, managing the delivery team (based both within CRN and our partners), ensuring it runs smoothly and meets the requirements of researchers, volunteers and partners.

2. Identify, develop and maintain effective collaborative relationships with relevant partners, customers and stakeholders, to include patients, carers, public, industry partners, NHS, clinical research teams, non-commercial research funders, other parts of the NIHR and research system etc, to deliver and make best use of the service.

3. Managing our technical and other providers, working with them to design and implement service improvements and holding them to account for the quality of delivery and operates within budgetary constraints.

4. Liaison, support and training for the study teams and Local Clinical Research Network teams who use the service.

5. Promote use of the service by specialty leads, LCRN staff, researchers, industry, charities and health professionals.

6. Ensuring regulatory requirements are met, and liaising with the Health Research Authority, NHS Digital, DHSC, NHS England and other stakeholders as appropriate.

7. Actively monitor progress for all JDR studies, developing plans with the LCRN and sponsors to improve recruitment and utilisation where performance is poor. Monitoring performance of the service as a whole, reporting on it and identifying areas for improvement.

8. Provide leadership for improvement plans including monitoring and improving JDR Portfolio activities and processes, and improving user experience for patients, carers, the public, and all other stakeholder groups, and a service that is responsive to the needs of NHS organisations and all relevant stakeholders.

9. Understand and maximise the use of the national and LCRN infrastructure required to deliver the JDR portfolio of studies, working closely with the designated JDR study administrators and Research Delivery Managers within the LCRN, the LCRN Chief Operating Officer, Lead Nurses, providers of NHS services and with staff within the NIHR CRN Coordinating Centre.

10. Assume overall responsibility for national JDR portfolio specific communication including preparation and delivery of presentations, training, reports or meetings detailing the work of the Network, including local and national initiatives and recruitment.

11. Develop an awareness and understanding of the key activities across the CRN and ensure that any work being undertaken by this post is fully integrated and responsive to new developments.

12. Maintain responsibility for own professional development by keeping up to date with relevant policy and key professional issues so as to be able to inform CRN colleagues and national debate as required.

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 Join Dementia Research Manager, you will have:

- A track record of success in managing digital technology systems, particularly in the healthcare area

- Knowledge of national systems, structures and processes for supporting clinical research (industry and academic sponsored), in the NHS

- Clear understanding of the UK clinical research environment, the challenges facing clinical researchers and how technology can help address them

- Ability to line manage and lead a team, including those who report into others or are based in other organisations

- Evidence of managing effective collaborations and partnerships, with proven ability to liaise and network effectively

- Clear understanding of the importance of clinical research and the ability to communicate this effectively to others. In depth knowledge and understanding of the role and importance of research in relation to health and/ or social care

- Effective organisational skills demonstrated by a proven ability to successfully initiate, manage and complete multiple projects in a leadership capacity, including those involving an external supplier and working with a team

- Ability to collect and collate information and present it in a clear and concise manner in written and presentational reports. Good understanding of quality assurance and performance management techniques, with experience and skills in key performance indicators related to clinical research.

- Ability to prioritise work, manage time effectively and deliver results on time

- Experience and ability to participate constructively in meetings and decision making processes

- Experience in developing, implementing and monitoring policies, procedures and standards

- Ability to function productively within, and contribute to, an environment of organisational change and progress

- A motivator with well-developed interpersonal, communication and negotiation skills and the ability to work with stakeholders at all levels, and be viewed as authoritative and credible

- Experience of troubleshooting and resolving research delivery issues. Capacity to solve problems, identify issues and plan strategic action.

- Availability to travel frequently within the UK and occasionally overseas.

You may also have:

- Educated to degree level in a relevant subject area (eg. science or biomedical) or equivalent

- Experience and skills in key performance indicators related to clinical research

- Experience of working in clinical research

- Experience of working in the field of dementia research

- Knowledge of regulatory and governance aspects of clinical research

- Experience in the development and delivery of RM&G initiatives and activities in clinical research, ideally in the NHS.

- Experience of managing improvement using methodology such as LEAN, Six Sigma, Agile etc.

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:

Laurie Oliva, Head of Public Engagement/ Acting Head of Digital Engagement Programmes
Tel: 020 3328 6737
Email: laurie.oliva@nihr.ac.uk

OR

Imogen Shillito, Director of Stakeholder Engagement and Communications
Tel: 020 3328 6734
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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.

Criminal record information

A criminal record check is required for this position. You can find out more about required checks and declarations in our Criminal Records information page.