

CANDIDATE BRIEF

Head of the NIHR Digital Office

NIHR Clinical Research Network Coordinating Centre



Salary: University of Leeds Grade 9 (£51,034 - £59,135 p.a)

Reference: MHNCC1196

Closing date: 22 November 2019

Fixed term to 31 March 2022

Head of NIHR Digital Office

NIHR Clinical Research Network Coordinating Centre

Are you passionate about digital innovation? Are you an experienced management professional able to coordinate multiple work streams simultaneously? An exciting opportunity has arisen for a motivated and dynamic individual to lead the newly established NIHR Digital Office and lead the implementation of the NIHR Digital Programme.

This is a challenging cross-organisational and national role that requires strategic oversight and leadership of the programme. You will possess the ability to quickly establish the confidence of and develop excellent working relationships with key stakeholders across the NIHR and across the NHS and to effect change throughout the NIHR.

You will be able to quickly grasp key complex issues and offer imaginative and innovative solutions in both strategic and operational matters. You will have excellent leadership skills and a proven track record in the delivery of complex transformational programmes, ideally including digital.

This role will require an experienced and proactive individual who will relish the opportunity to get involved in a rapidly expanding, diverse and challenging programme that directly impacts on the health and wealth of the nation. Excellent communication, interpersonal and organisational skills, along with a strategic and pragmatic approach will be essential in the continued development and delivery of the programme.

Your organisational base will be the NIHR Clinical Research Network (CRN) Coordinating Centre (which is provided jointly by the University of Leeds and Guy's and St Thomas' NHS Foundation Trust) and your direct report will be to the NIHR Chief Digital Officer.

The employer will be the University of Leeds. The post may be based in Leeds or London.

This post is offered on a fixed-term basis to 31 March 2022.



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

THE NIHR DIGITAL OFFICE

The NIHR invests over £1billion per year in research in England, and is on a journey of digital transformation working with our partners and stakeholders to deliver change in the way we plan, enact and publish our research. The Department of Health and Social Care and senior leadership of the NIHR are fully committed to changing our approach to research through enhancement of digital technologies and 'big data' methodologies to improve the health and wealth of our nation.

For the last 18 months the NIHR has been developing and adopting a Digital Strategy to transform and support clinical research across England. Further information on the strategy is available at: <https://sites.google.com/nihr.ac.uk/nihr-digital-strategy>

This role will work closely with the NIHR Chief Digital Officer to oversee the delivery of core objectives and priorities. This role will need to ensure the buy-in of key internal and external stakeholders in order to meet the future needs of the NIHR.



Your role will be to manage the Digital Office team and be responsible for delivery of the programme of change required to take the strategy to the next stage of operational delivery.

You will be leading both a core and distributed team across a multi organisational structure working closely with the digital leads of the NIHR Coordinating Centres, senior officers of the Science, Research and Evidence Directorate of the Department of Health and Social Care and colleagues in Health Data Research UK, NHS Digital and NHS England.

What does the role entail?

As the Head of the NIHR Digital Office your main duties will require you to:

- Provide strategic leadership for and manage the development of the NIHR Digital Programme, reporting directly to the NIHR Chief Digital Officer.
- Establish and lead the NIHR Digital Office in the provision of services to the NIHR Digital Programme in areas such as business analysis, project delivery, risk management, benefit management and transition to business as usual.
- Budgetary responsibilities for the Digital Programme.
- Refine and implement relevant processes and governance to ensure standards are embedded throughout delivery of the programme.
- Manage, influence and take forward decision making to progress key programme milestones.
- Introduce mechanisms to make visible, amplify and join up the Digital work across the NIHR to provide a single view of all things digital. This will include pipeline of in-house and collaborative digital initiatives across the NIHR.
- Drive and enable NIHR community engagement and digital capability and leadership.
- Build relationships with key partners within and outside of the NIHR at a national level as required to support delivery of a broader digital research agenda.
- Link with the digital landscape outside of the NIHR to continue to build the digital knowledge and expertise within the organisation and helping to make this available to all.
- Encourage the development of digital ideas and provide expertise to assist NIHR colleagues with development of these ideas to a feasibility stage.



- Represent the NIHR Chief Digital Officer both internally and externally at key meetings, specifically to the NIHR Information and Digital Board, the NIHR Centres Executive Board and other groups as required.
- Be responsible for the recruitment, direct line management and development of the Digital Office team and coordination of other programmes resources including matrix management.

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 Head of the NIHR Digital Office you will have:

- A bachelor's degree level qualification or equivalent experience
- Strong leadership skills and the ability to effect change
- Experience in managing complex inter-dependant programmes and projects whilst adopting a balanced approach between best practice and pragmatism
- Proven ability to build, maintain and develop effective working relationships with staff at all levels inside and outside of an organisation, with experience of representing an organisation at a national level
- Managerial and administrative experience at a senior level in a large organisation
- Experience of managing staff, including those not under direct line management authority, and in advancing the team's professional development
- A supportive, energetic, proactive, results orientated management approach
- Excellent self-management skills including ability to deliver and work to deadlines, high motivation, efficiency, responsiveness, determination and resilience
- Experience of working in a matrix management environment and the successful programme delivery through an extended team
- Experience and skills in managing budgets
- Skills in writing clear, concise, reliable reports
- Experience and ability in using information and analysis rigorously



- Originality, imagination, the capacity to innovate and solve problems
- Experience of establishing and embedding good practice with multiple stakeholder groups
- Strong diplomatic, influencing and negotiating skills
- Willingness and ability to travel frequently within the UK.

You may also have:

- Accreditation in MSP (Managing Successful Programmes) and PRINCE2, both at practitioner level or equivalent experience
- Management of transformation programmes within complex environments that include digital
- Experience of portfolio management delivery approaches

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:

Jonathan Sheffield, Chief Executive Officer of NIHR CRN

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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 of Medicine and Health.

Find out more about [NIHR Clinical Research Network](#)



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 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.

