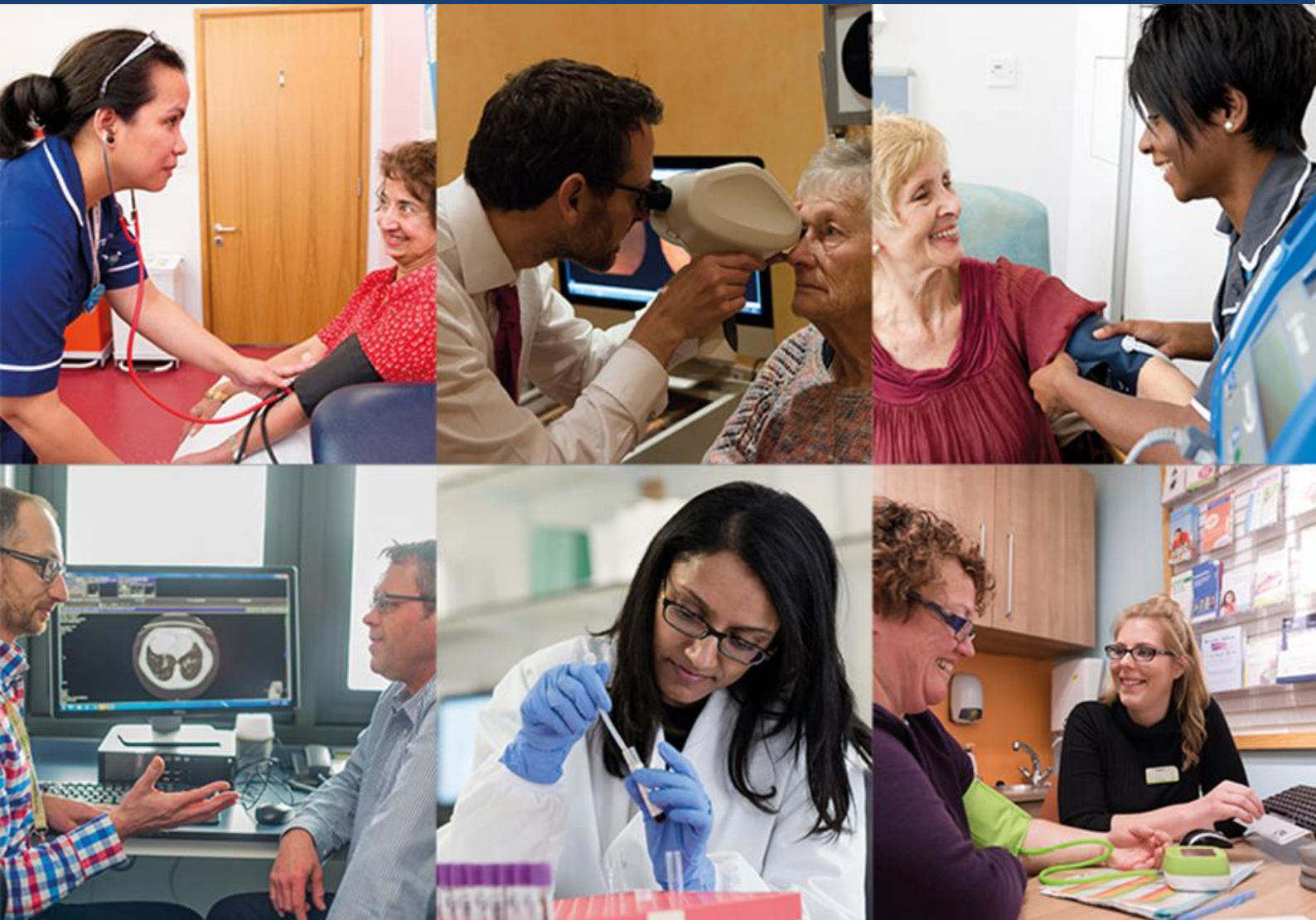


CANDIDATE BRIEF

Portfolio Research Officer, NIHR Clinical Research Network Coordinating



Salary: Grade 5 (£23,067 – £26,715 p.a)

Reference: MHNCC1198

Closing date: 10 December 2019

Fixed-term until 31 March 2022

Portfolio Research Officer

NIHR Clinical Research Network Coordinating Centre

Are you keen to work in a fast paced, dynamic and innovative environment? Do you have experience of providing excellent customer service? Do you have strong communication skills and are able to interact with a range of stakeholders across multiple organisations?

An exciting opportunity has arisen to join a highly motivated and innovative 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

You will work as part of the Research Delivery team to support the management of study information required for feasibility, portfolio entry, set up and delivery of all NIHR Clinical Research Network (CRN) Portfolio studies to time and target within the CRN. This may also require liaison with funders, sponsors and the Local Clinical Research Network (LCRN) teams as required. You will deliver study management administrative processes, working closely with the Senior Portfolio Research Officer(s), fellow Portfolio Research Officers and Support



Assistants to support equity of service across the whole Portfolio. You will work closely with the Research Operations team to ensure that policies and business processes linked to the management of study information and recruitment data are efficient and continuously improved.

What does the role entail?

As a Portfolio Research Officer, your main duties will include:

- Overseeing the processing of studies for inclusion on the CRN portfolio. This will include coordinating all stages of the process from first contact to study closure.
- Ensuring that the quality of all study information is of a high standard, highlighting any major difficulties with, and suggest improvements for, the management of changes to study records with the Senior Portfolio Officer(s), Research Delivery Facilitators and the Research Delivery Leads.
- Ensuring there is an accurate audit trail of all study information, and that changes are routinely logged within the study record and within the appropriate CRN study trackers.
- Ensuring that Chief Investigators and Study Coordinators understand the importance of supplying study information and recruitment data for the NIHR CRN Portfolio. Provide advice and assist them with the process to ensure that information is provided in a timely manner. Develop and manage existing systems for alerting when information needs to be chased, and ensure that this is done in a polite and professional way.
- Providing guidance with complex recruitment upload queries.
- Working collectively with the Senior Portfolio Research Officer(s) and Portfolio Support Assistants, and with minimal supervision, to highlight and resolve problems, using own initiative to generate solutions.
- Working with all the members of the Research Delivery team to ensure queries (external or internal) related to the CRN Portfolio are responded to in a timely manner, and that queries related to other CRN functions are redirected appropriately.
- Analysing data from the Portfolio and other sources, produce reports on a regular and *ad hoc* basis to support the teams within the Research Delivery function.
- Liaising with offices of the devolved administrations to ensure effective interfaces between the NIHR (English) and the Scottish, Welsh and Northern Ireland Research Portfolios.



- Working closely with the Senior Portfolio Research Officer(s), other Portfolio Research Officers and Support Assistants to ensure a flexible and generic approach management of study information. Reviewing business processes and suggesting approaches to support continuous improvement.

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 Portfolio Research Officer you will have:

- Good general education (with GCSE English Language or equivalent at Grade C or above);
- Excellent IT and written skills with experience of using Microsoft Office;
- Experience of providing an excellent customer focused approach to communication and handling of queries;
- Proven confident and effective communication and interpersonal skills, with the ability to interact with a wide range of professionals and develop good working relationships at all levels of seniority;
- Proven experience of solving problems professionally and in line with agreed standard operating procedures;
- Experience of working with database systems;
- High level of reliability, accuracy and attention to detail and management of data;
- Effective interpersonal, organisational and communication skills;
- Evidence of an ability and willingness to work as an individual, and as part of a team;
- Evidence of an ability to work without direct supervision and use own initiative;
- Evidence of an ability to show flexibility, adaptability and cope with demanding situations, whilst working efficiently and effectively under pressure;
- Evidence of an ability to prioritise and meet deadlines;
- Ability to manage confidential information in an appropriate manner;
- An ability to develop and maintain good working relationships with staff at all levels; within the Network and external stakeholders;
- An interest in information and data management systems and a willingness to learn new skills as required.



You may also have:

- Knowledge of clinical research in the NHS;
- Familiarity with medical and scientific terminology;
- Experience of writing procedural documentation.

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:

Susie Walker

Tel: +44 (0)113 343 6668

Email: susan.walker@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.



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.

