

## CANDIDATE BRIEF

### Patient Recruitment Centre Manager



**Salary: Grade 8 (£41,526 – £49,553 per annum plus London weighting if applicable)**

**Reference: MHNCC1205**

**Closing date: 05 February 2020**

**Fixed-term until 31 March 2022**

**Location: Leeds or London**

## Patient Recruitment Centre Manager

### NIHR Clinical Research Network Coordinating Centre

An exciting opportunity has arisen to join a highly motivated and innovative team at the NIHR Clinical Research Network's National Coordinating Centre. You will play an active role in supporting the efficient coordination of and developing the Patient Recruitment Centre (PRC) Programme office within the Business Development and Marketing Directorate.

This programme has been setup in response to the [2018 Life Sciences Industrial Strategy - Sector Deal Two](#) to achieve the vision of increasing “the NHS’s capacity to deliver research, enabling significant growth and opportunities for patients to benefit from early access to innovation”.

We are looking for a Manager to setup and oversee the delivery of five new PRCs across the country. The PRCs will offer rapid set-up of late phase commercial research, standardised contracting and delivery approaches, and dedicated facilities and staff to the life sciences industry. Establishing the PRCs forms a key part of the NIHR CRNs commitments to the Life Sciences Industrial Strategy Sector Deal 2. The programme will appoint five NHS Host organisations to support five PRCs in a ‘franchise like’ model to deliver high volumes of commercial clinical trials in the NHS in a rapid and efficient manner.

As a PRC Manager, you will join the Business Development and Marketing Directorate and be responsible for overseeing the successful delivery of the PRC Programme and management of their inter-dependencies.

This is an exciting opportunity for any experienced Manager who wishes to shape the future of commercial research in the NHS.



## What does the role entail?

**As the PRC Manager, your main duties will include:**

- Establishing a new PRC Programme Office at the NIHR CRN Coordinating Centre, overseeing the projects being delivered across the five new Patient Recruitment Centres
- Managing and overseeing the successful delivery of the Patient Recruitment Centres, including the implementation of procedures within which adhere to agreed national standards for conducting late-stage commercial research
- Establishing reporting mechanisms which ensure the performance management and central oversight of five Patient Recruitment Centres
- Developing a 'franchise like' model to ensure consistent operation across the five centres and to ensure financial sustainability after the initial 3 year funding period
- Collaborating with other project managers to identify risks and opportunities across multiple projects within the NIHR
- Contributing to the development of national strategies and policies through building relationships with stakeholders across the NHS, Life Sciences Organisations and Department of Health and Social Care to ensure consistency in approach and delivery of the objectives of the PRC Programme
- Supporting the wider Business Development and Marketing Directorate across a range of cross functional campaigns, including promotional and marketing activities for the Patient Recruitment Centres
- Adopting continuous improvement principles to evolve both the PRC Programme Office and the Patient Recruitment Centres
- Providing leadership and subject matter expertise to support for rapid set-up of late phase commercial research in the PRCs, working closely with colleagues in the Research Delivery Directorate and across the NIHR CRN



- Working closely with the Heads of Service within Business Development and Marketing to assist in the development, documentation and implementation of the reporting, policies, systems and working arrangements of the Directorate
- Line management of the PRC team
- Assisting in the development, review and continuous improvement of office management frameworks and systems. These will include governance, risk assessment and management, finance and resource management, team management, planning, monitoring and reporting.

The job description provides a framework for the role and should not be regarded as a definitive list of responsibilities. Other reasonable duties may be required consistent with the grade of the post.



## What will you bring to the role?

### As the PRC Manager you will have:

- Experience of coordinating or managing commercial clinical research
- Significant understanding of the NHS, the Clinical Research Network and of government health research strategy
- Proven experience in the management of a medium to large scale programmes at a senior level in a large or complex organisation
- Experience of successfully managing change across medium to large scale inter-dependent work programmes to key business requirements (including time, quality, cost, scope, risk, benefits)
- Experience of managing staff, including those not under direct line management authority
- Ability to influence and persuade decision makers including, conveying a vision for the programme and associated benefits to multiple stakeholders
- Excellent self-management skills, including ability to deliver and work to deadlines, high motivation, efficiency, responsiveness, determination and resilience, ability to work flexibly and manage competing priorities
- Ability to work with a high level of attention to detail, high standards of accuracy, numerate with strong analytical skills
- Experienced in writing clear, concise, reliable, reports for a range of different audiences, including business, technical and management reports
- Available to travel and stay away overnight within the UK when necessary.



**You may also have:**

- Hold a professional project or programme management qualification e.g. Prince 2; Managing Successful Programmes (MSP), Programme Management Professional (PMP) or equivalent experience.



## How to apply

You can apply for this role online; more guidance can be found on our 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:

**Divya Chadha Manek, Head of Business Development & Marketing**

Email: [divya.chadhamanek@nihr.ac.uk](mailto:divya.chadhamanek@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.

