

**CANDIDATE BRIEF**

**Research Delivery Coordinator, NIHR Clinical Research Network**



**Salary: Grade 6 (£27,511 - £32,817 p.a.)**

**Reference: MHNCC1222**

**Closing date: 10 July 2020**

**Fixed-term for 12 Months**

## Research Delivery Coordinator

### NIHR Clinical Research Network Coordinating Centre

Do you have exceptional communication and organisational skills with an ability to manage and support the delivery of projects? Are you keen to work in a fast paced, proactive and innovative environment? Would you like to develop your skills and gain experience of working in or managing clinical trials, interacting with a range of stakeholders? Would you like to work in a busy team actively supporting the delivery of clinical research?

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](http://www.nihr.ac.uk)





This is an exciting new cross-cutting role which involves working to support the delivery of the National Institute for Health Research (NIHR) portfolio of studies.

You will work alongside the Research Delivery Facilitators and Senior Portfolio Research Officers in the National Research Delivery team, to assist the study record management processes and performance monitoring of the delivery of research studies within the Clinical Research Network (CRN). This role also includes a project management element, which will mean flexibility; prioritisation and excellent organisational skills are required to ensure deadlines are met. With a strong focus on customer service and attention to detail, you will have the ability to work independently and resolve complex problems and be comfortable working and adapting in a fast paced and changing environment.

### **What does the role entail?**

As Research Deliver Coordinator, your main duties will include:

- Line management responsibility of one or more team members, including setting personal objectives, undertaking regular reviews and supporting their personal development.
- Working with other colleagues within the Research Delivery team to ensure that all standard operating procedures and processes are being used in day to day operations.
- Working collectively with the Research Delivery Facilitators, and with minimal supervision to highlight and resolve problems by applying your own initiative to generate solutions.
- Overseeing and monitoring relevant processes to ensure they continue to be effective and provide suggestions for improvement.
- Actively contributing to new and on-going projects on behalf of the Research Delivery team. This may include linking with internal and external stakeholders to proactively inform the project team and taking responsibility for the planning, information gathering and analysis and delivery of the project.



- Analysing data to produce reports on a regular and ad-hoc basis for the purpose of performance monitoring, annual reviews, Specialty Portfolio reviews, presentations, newsletters and project reports.
- Working with all the members of the Research Delivery team to ensure queries (external or internal) related to the NIHR CRN Portfolio are responded to in a timely and customer-focused manner, and that queries related to other CRN functions are signposted appropriately.
- Providing information and guidance and using appropriate media channels on Research Delivery processes for internal team members and external stakeholders as necessary.
- Working with a range of stakeholders across the national Research Delivery Directorate, and with Local Clinical Research Network (LCRN) Research Delivery colleagues to support rapid feasibility, eligibility and study support service processes for the NIHR CRN Portfolio.
- Working alongside the Research Delivery Leads and Facilitators to ensure that delivery of the NIHR CRN portfolio is supported through effective interactions with the Specialty Cluster offices, LCRN Clinical Directors, LCRN Clinical Research Leads and National Clinical Specialty Leads.
- Acting on behalf of (or in the absence of) the Research Delivery Facilitators to assume delegated responsibility for studies, ensuring research delivery processes are followed and completed to due timescales and quality standards, in line with the CRN Study Support Service.
- Escalating any problems/barriers to study and/or portfolio delivery as appropriate.



- Performance monitor allocated studies within the NIHR CRN Portfolio and take appropriate actions, in collaboration with key stakeholders to meet recruitment milestones and timelines.
- Contributing to the development of tracking systems and reporting formats to support delivery of research.

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 Research Delivery Coordinator, you will have:

- A degree level qualification in a relevant subject area or have equivalent experience.
- Knowledge of the NIHR CRN and/ or clinical research.
- Experience of project management with the ability to manage several ongoing projects at once.
- Excellent organisation skills with the ability to work under pressure to tight deadlines.
- Experience of providing an excellent customer focused approach to communication and the handling of queries.
- The ability to handle, analyse and present complex data and information with clarity, accuracy and attention to detail.
- The ability to work both on your own initiative and as part of a team.
- Effective interpersonal skills and the ability to work with stakeholders at all levels.
- The ability to function productively within, support others and contribute to an environment of organisational change and continuous improvement





- Well-developed interpersonal, communication and negotiation skills and the ability to convey complex and tailored information to a range of stakeholders, including company personnel, senior investigators, Network and NHS staff.
- The ability to work independently and solve problems by identifying the issue and developing contingency plans.
- A willingness to continue with your own professional development.

**You may also have:**

- An understanding of the UK clinical research environment, including NIHR CRN and NHS structures.
- Availability and willingness to travel throughout the UK to attend meetings and events, with occasional overnight stays.
- Experience of project planning and management, including the production of performance monitoring and evaluation reports.
- Experience of the manipulation of large data sets, including the use of Microsoft Excel.
- Experience of Google applications.
- Experience of line management.

**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:

Alexandra Zervos, Research Delivery Lead

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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](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.

