

CANDIDATE BRIEF

Research Delivery Facilitator, NIHR Clinical Research Network Coordinating



Salary: Grade 7 (£33,199 – £39,609 p.a.) Fixed term until 31.03.2022

Reference: MHNCC1223

Closing date: 10 July 2020

Research Delivery Facilitator

NIHR Clinical Research Network Coordinating Centre

Are you keen to work in a fast paced, dynamic and innovative environment? Do you have experience of working in or managing clinical trials? Do you have strong communication skills and are able to interact with a range of stakeholders across multiple organisations?

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 to support the delivery of a National Institute for Health Research (NIHR) portfolio of studies, with a specific responsibility for a cluster of Specialties. You will liaise with the life sciences industry, Funders, Sponsors and the Local Clinical Research Network teams as appropriate to facilitate the feasibility assessment, portfolio entry, set up and delivery of studies to time and target within the Clinical Research Network (CRN). Performance managing a specific portfolio of research, you will have strong communication, organisational and project management skills and the ability to work with a range of stakeholders.



With an understanding of the UK Clinical Research landscape, you will have experience of managing clinical trials and have the ability to present complex information in an easily understandable format. With an ability to work independently and resolve complex problems you will be comfortable working and adapting in a fast paced and changing environment.

What does the role entail?

As a Research Delivery Facilitator, your main duties will include:

- Work closely across the national Research Delivery team and LCRN Research Delivery colleagues to facilitate the delivery of clinical research through the NIHR CRN;
- Develop effective working relationships within the Research Delivery Directorate to ensure that the team's activities support rapid feasibility, eligibility and study support service processes for the NIHR CRN portfolio;
- Ensure that research delivery of the portfolio of research is supported through effective interactions with clinical leads within the Specialty Cluster offices, LCRN Clinical Directors, LCRN Clinical Research Leads and Clinical Research Specialty Leads;
- Assume responsibility for assigned studies ensuring study support service processes are followed and completed to due timescales and quality standards, in line with the CRN Study Support Service;
- Following CRN Portfolio entry, liaise with study teams and LCRN staff to confirm network sites, recruitment targets and key performance indicators for studies and work to ensure the timely set up, performance management and delivery of these studies.
- Use business intelligence, information and generated reports to actively performance manage allocated studies;
- Escalate to the Research Delivery Leads problems/barriers to study and/or portfolio delivery and raise any issues with LCRN colleagues or other members of the national Research Delivery team. Work innovatively to address any such problems, implementing changes or inputting into new processes or systems to resolve these;



- Actively performance manage allocated studies within the CRN research Portfolio and take appropriate action to meet recruitment milestones and timelines, patient recruitment targets and timeliness of the data collection for any given study;
- Develop links with study coordinators, study teams, industry partners, LCRN staff, and NIHR CRN Coordinating Centre staff as appropriate and required, to support delivery of research within your portfolio;
- Advise and support key stakeholders, including Industry Partners, Research funders, Clinical National Specialty Experts and individual investigators on the process and advantages of inclusion in the NIHR CRN Portfolio;
- Play an active role in national training events and communications initiatives;
- Provide operational input and actively contribute to development of business processes, 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 a Research Delivery Facilitator you will have:

- Experience of working with or managing clinical research studies in NHS, industry or academic settings;
- Knowledge and understanding of the key issues relating to or affecting the performance of clinical research studies and understanding of their different stages within the NHS, industry or academic settings;
- Educated to degree level in a relevant subject area (e.g. science or biomedical) or equivalent experience;
- Effective organisational skills demonstrated by a proven ability to successfully initiate, manage and complete projects;
- Ability to collect and collate information, utilise database systems, extrapolate data and present it in a clear and concise manner in written and presentational reports;
- Ability to work effectively both independently and in a team, prioritise work, manage time effectively and deliver results on time;



- Experience of policy development, effective contribution in meetings and supporting decision making processes;
- Ability to function productively within, support others and contribute to an environment of organisational change and progress
- 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.
- Capacity to solve problems, identify issues and develop contingency plans
- An understanding of the UK clinical research environment, including Network and NHS structures
- Availability to travel within the UK as required

You may also have:

- A higher research degree
- Experience within, or understanding of, the wider NIHR
- Understanding or experience of commercial and / or non-commercial funders of clinical research
- 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:

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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.

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.

