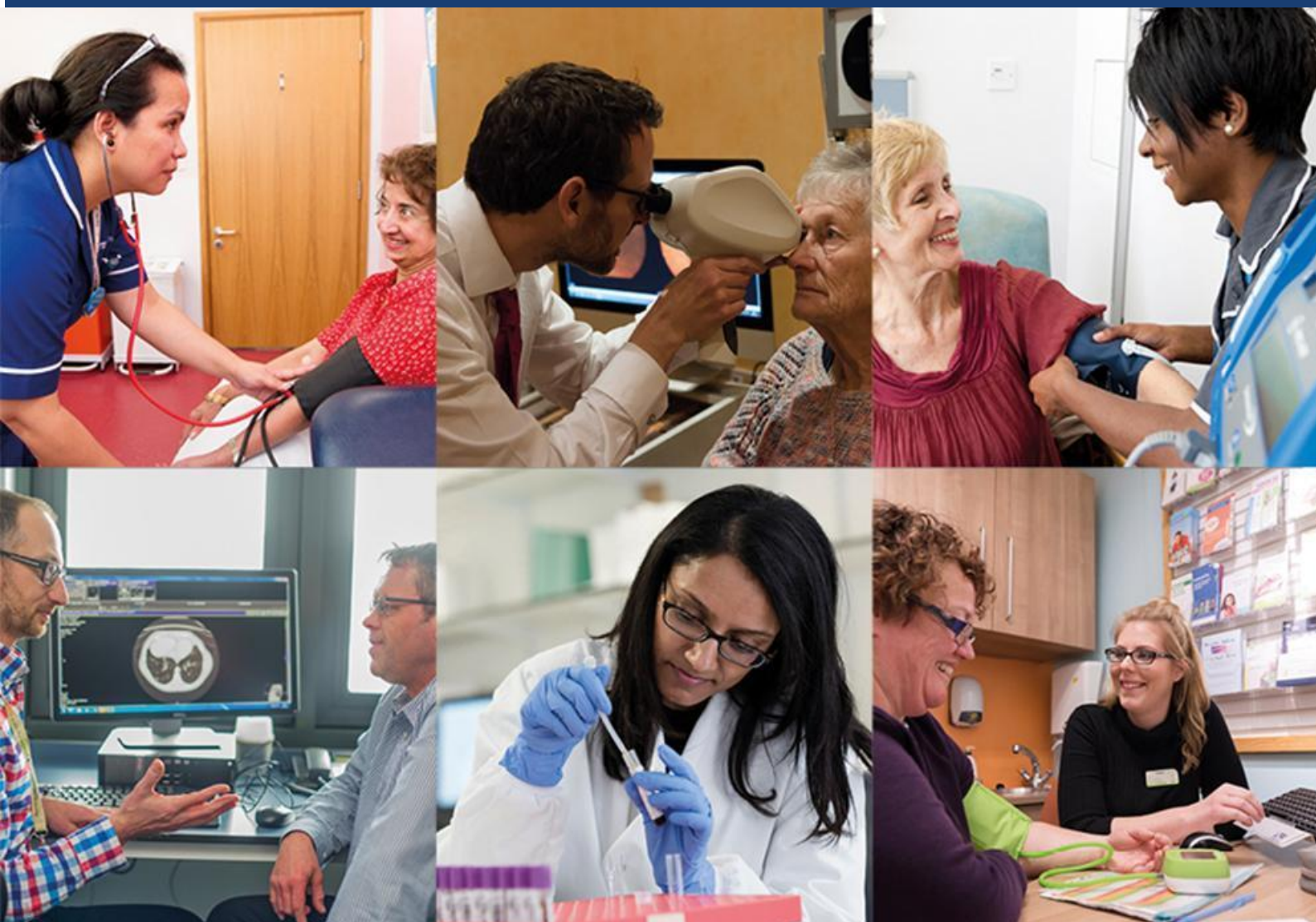


CANDIDATE BRIEF

Communications Manager, NIHR Clinical Research Network Coordinating



Salary: University of Leeds grade 7 (£33,797 – £40,322 plus London weighting p.a.)

Reference: MHNCC1233

Closing date: 14 July 2020

Location: London

Fixed-term until 31 March 2022

Communications Manager

NIHR Clinical Research Network Coordinating Centre

Are you an experienced communications professional, passionate about using your skills to improve care? Would you like to engage with healthcare professionals, researchers, patients and the public to share their experience and promote research? Would you like to lead programmes of work across the country and with partner organisations, working across communication disciplines?

An exciting opportunity has arisen to work within the NIHR Clinical Research Network where you will plan, coordinate and deliver multi-channel targeted communications to support projects and campaigns aimed at a variety of audiences including the Network, NHS, patients and the public and NIHR customers including the life sciences industry.

With an excellent eye for a story and attention to detail, you will have strong verbal and written communication skills to turn often complex information into effective news stories and digital content. You will need brilliant interpersonal skills to be able to develop effective working relationships with stakeholders at all levels to enable efficient business delivery.

You will have a degree or equivalent plus a recognised marketing communications qualification (CIM/CAM/CIPR), or evidence of ongoing professional development in the communications field. With strong attention to detail skills, you will manage a busy workload and ensure the appropriate prioritisation of projects.

The employer for this role will be University of Leeds but the post is based in London.

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

What does the role entail?

As a Communications Manager, your main duties will include:

- Implementing communications strategies to support a wide range of projects and campaigns aimed at a variety of audiences in line with the CRN and NIHR's communications strategies and using a variety of channels.
- Ensuring an appropriate standard of delivery is maintained within time and budget constraints and ensuring this is continually reviewed and improved whilst meeting the communications business objectives.
- Regularly attend meetings and steering groups relating and provide appropriate reports and updates as required. Some of these meetings will be internal, and others will involve high-level external stakeholders. You will be expected to present information, articulate plans, ascertain feedback and provide accurate advice as to the impact of different communications routes being followed and recommend solutions.
- Undertaking proactive media work, working closely with the Head of Communications as required.
- Responsibility for the organisation of external corporate events and exhibitions and provide support for these activities to Coordinating Centre staff.
- Managing a busy workload and ensuring the appropriate prioritisation of projects and activities to meet a range of deadlines.
- Working with colleagues to ensure that office systems are effective and run smoothly and that the department deploys its resources efficiently.
- Costing and commissioning work from external suppliers to support planned projects or campaigns and ensuring that use of resources represent value for money and are properly accounted for.
- Maintaining and enhancing your own personal and professional skills and competencies.
- Staying abreast of professional, technological and digital best practice, methods and services that could enhance the role or team.



- Working with other directorates across the Coordinating Centre to support their communications requirements and specific projects requiring communications expertise.
- Supporting the Senior Leaders in the Communications team and provide general communications support to the Coordinating Centre as required.

To deliver this role you will need to work independently, managing your workload as directed by the Senior Communications Manager.

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 Communications Manager you will have:

- A Degree or equivalent plus a recognised marketing communications qualification (CIM/CAM/CIPR) OR evidence of ongoing professional development in the communications field
- Demonstrable communications/public relations experience
- Previous experience of implementing stories, campaign ideas and organising events through multiple channels
- Proven experience of creating opportunities and working collaboratively with internal and external partners
- Experience of working independently and managing own workload
- The ability to command the confidence of colleagues and staff
- The skills to provide, receive and work with highly complex, sensitive or contentious information
- The ability to present information, articulate plans, ascertain feedback and provide accurate advice as to the impact of different communications routes being followed and recommend solutions
- Evidence of management and delivery against targets to deadline in the face of competing demands



- Excellent written, oral communication skills and demonstrable numerical, verbal and critical reasoning skills
- Strong attention to details
- A good understanding of the NHS and the changing environment
- Evidence of continued learning/development
- Excellent IT skills

You may also have:

- Experience within a complex organisation
- Understanding of the current health policy developments
- Interest in clinical research
- Technical knowledge of Adobe Photoshop, Adobe Premiere, Adobe InDesign or equivalent software packages

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:

Hannah Joseph, Senior Communications Manager

Tel: 07827 348 305

Email: Hannah.joseph@gstt.nhs.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 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.

