

**CANDIDATE BRIEF**

**Clinician Researcher Credentials Support Assistant,  
NIHR Clinical Research Network Coordinating Centre**



**Salary: University of Leeds Grade 5 (£23,607 – £26,715 p.a.)**

**Reference: MHNCC1235**

**Closing date: 16 August 2020**

**Fixed-term until 31 March 2022**

## Clinician Researcher Credentials Support Assistant

### NIHR Clinical Research Network

**Do you like working in a fast-paced environment, with a dynamic and varied remit? Are you interested in enabling improvement and innovation that supports clinical research? Would you like to be part of introducing changes that better support the people who work in this environment?**

The NHS needs to develop and retain a much broader cadre of clinician researchers to provide local leadership and delivery of high quality clinical research. We know that patients benefit from receiving care in organisations where clinical staff are involved in research. There is, however, a suboptimal match between the concentration of clinical research and the geographical distribution of disease burden.

The NIHR, which is funded through the Department of Health and Social Care, is fully committed to maintaining a vibrant and dynamic research landscape. Working with the Academy of Medical Royal Colleges (AoMRC) and several universities, the NIHR Clinical Research Network (CRN) is establishing a framework to support the upskilling of experienced clinicians working in everyday settings; enable them to deliver clinical research and develop as local research leaders.

You will be proactive and initiative-led and be able to work effectively as the link between the various stakeholders; supporting the Senior Learning Manager who is leading on this project on behalf of the NIHR CRN.

The employer for this role will be the University of Leeds. The role will be based in either Leeds or 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](http://www.nihr.ac.uk)

### What does the role entail?

As the Clinician Researcher Credentials Support Assistant, your main duties will include:

- Supporting the effective delivery of this high profile national project
- Working closely with the team, to provide excellent, robust administrative support to a busy team with diverse work requirements and priorities;
- Liaising with external suppliers on project activity to source specialist expertise, equipment and services;
- Providing administrative support for purchasing and financial processes and assisting the management of the contracting with university partners.
- Maintaining paper and electronic filing systems, and becoming proficient in the use of CRN information systems and software for community information and



knowledge transfer, including the NIHR Google hub and other appropriate University systems and software to enable knowledge sharing;

- Adhering to the document management process to track and agree composition of content, using your own knowledge to help shape this;
- Working within Information Governance standards and compliance with General Data Protection Regulation to ensure that business continuity, security and confidentiality requirements can be maintained at all times;
- Assisting colleagues with reports, presentations and other approaches to sharing best practices and other knowledge sharing activities.
- Assessing the requirements for national events and meetings and ensuring that all requirements are clear, included within budget and approval confirmed;
- Organising and providing on-site support for national events as well as publicity, event promotion, and communications during and/or post-event as appropriate and pursuing follow up activities on outcomes;
- Organising and providing on-site support for national meetings, including Project Steering Groups and Boards, and providing post-meeting follow up for reporting on completion of actions and outcomes from decisions;
- Corresponding confidently, professionally and efficiently with stakeholders in relation to project/programme activity as well as national events and meetings;
- Actively managing the customer service and stakeholder support required to ensure effective and efficient service provision;
- Actively supporting the wider CRN Workforce, Learning and Organisational Development team, including providing helpdesk cover for the NIHR National Learning Programmes helpdesk and any *ad hoc* activities as required;

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 the Clinician Researcher Credentials Support Assistant, you will have:



- GCSE grade C or above (or equivalent) in Maths and English;
- Excellent organisational and self-management skills for planning, prioritising and organising own work and resources across a wide range of duties;
- An ability to work under pressure to tight deadlines, whilst maintaining a high degree of accuracy and attention to detail;
- Relevant experience in the use of databases to maintain, manage and manipulate data;
- Experience in the use of the Microsoft Office suite, including Word, PowerPoint, and Excel (or Google/Apple equivalents), and an ability to use the internet for searching for information;
- Experience of involvement in event organisation;
- Experience of dealing with basic procurement procedures;
- Evidence of a commitment to providing good customer service, responding in a timely manner to high volumes of communications;
- Excellent all round communication skills;
- Demonstrable experience of being a flexible and effective team worker;
- Willingness to occasionally work outside normal office hours and on location.

You may also have:

- Experience of working in a Learning and Development team, creating e-learning and/or managing training delivery;
- Experience of University and/or NHS financial and procurement procedures;
- Experience of working with staff in the NHS;

### 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:

**John Castledine, Head of Learning Development and Design,**

Tel: +44 (0)113 343 0320 / 07825 283722

Email: [john.castledine@nihr.ac.uk](mailto:john.castledine@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.

