

CANDIDATE BRIEF

Senior Learning Manager (Clinician Researcher Credentials)
NIHR Clinical Research Network Coordinating Centre



Salary: University of Leeds Grade 8 (£41,526 – £49,553 p.a.)

Reference: MHNCC1236

Closing date: 23 August 2020

Fixed-term for 24 months

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An exciting opportunity has arisen for an experienced senior learning manager with substantial experience in the creation of Masters-level education and deploying effective learning technologies to engage remote learners. You will manage the programme to establish a Clinician Researcher Credentials framework (and related academic qualifications) with our university and professional partners.

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), Royal College of Physicians and several universities, the NIHR Clinical Research Network is establishing an AoMRC-NIHR accredited framework for inter-professional clinician researcher credentials. This will support the upskilling of experienced clinicians working in everyday settings; enable them to deliver clinical research and develop as local research leaders.

The Senior Learning Manager post is a national role based within the NIHR Clinical Research Network Coordinating Centre (NIHR CRNCC) based in Leeds or London. You will bring a wealth of experience in leading Learning and Organisational Development to the role. You will have the excellent project management, interpersonal and stakeholder engagement skills required to deliver this high profile programme. Experience in developing blended-learning academic qualification programmes would be beneficial, as would insight into master's level education and workplace learning (particularly in clinical workplaces).



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?

The successful applicant will contribute leadership, specialist expertise and professional credibility to this programme. To successfully establish the Clinician Researcher Credentials the Senior Learning Manager will (i) lead the coordination of a steering group of all key stakeholders to oversee timely programme delivery; (ii) manage the commissioning of university and other partners; (iii) manage the project budget and the development of any shared e-learning content and associated learning technologies; and (iv) engage a national network of NIHR mentors facilitating access to local research communities.



As a Senior Learning Manager (Clinician Researcher Credentials), your main duties will include:

Summary:

- Lead the national project management and stakeholder co-ordination for the AoMRC-NIHR accredited Clinician Researcher Credentials programme ensuring it is planned, managed and evaluated in a timely and cost-effective way to ensure high quality of delivery of the programme specification that has a sustained and wide reaching impact.

Co-ordination of key stakeholders and programme delivery:

- Co-ordinate a Steering Group of all key stakeholders to oversee timely programme delivery, taking responsibility as the NIHR appointed project lead to ensure effective collaboration and clear decision-making.
- Use technical knowledge and experience of learning development and design to resolve project issues to ensure the successful delivery to the specified programme, cost, and quality standards.
- Take responsibility for the accuracy, timeliness, reliability and appropriateness of data ensuring quality decisions can be made.
- Establish and implement robust project monitoring and change control systems, ensuring that all proposed changes are logged and decisions recorded.
- Manage a delegated budget, including contingencies and monitor pay and non-pay costs to ensure that expenditure remains within budget.
- Lead the development of the necessary communications plans, setting out what is to be communicated to whom and when throughout the project.
- Make formal presentations to large groups (including external stakeholders) about the Credentials, building awareness of the opportunities and complementary strategic fit with other parts of the clinician researcher development ecosystem.
- Provide regular programme updates to the Project Sponsor and steering group, Head of Learning Development & Design, the CRNCC Executive, Department of Health and Social Care project team members, AoMRC, HEIs, external suppliers, and other key stakeholders as appropriate.



Commissioning of universities & other partners:

- Manage the selection of lead HEI partners for both the PGCert and PGDip/MRes components of the Credentials, working closely with DHSC to enable the necessary contractual arrangements to be implemented.
- Develop and maintain excellent working relationships with the lead HEIs and key stakeholders to ensure timely academic development and accreditation of the Credentials (PGCert/ PGDip/ MRes). Also, providing oversight on behalf of DHSC that all contractual commitments are delivered.
- Develop and maintain excellent working relationships with the Academy of Medical Royal Colleges, Royal College of Physicians, and related professional bodies to ensure the Credentials meet their needs for recognition of local clinical research leaders

Management of learning content & tools:

- Develop and maintain excellent working relationships with all suppliers and stakeholders to ensure the learning content, tools and platforms meet the needs of stakeholders
- Act in a way that is compliant with contracting and procurement rules within the NIHR Clinical Research Network.

Establishing mentor networks:

- Work with the Project Sponsor and Steering Group to develop a Stakeholder Engagement Plan to ensure local clinical leaders and networks are appropriately involved throughout the project.
- Work closely with HEIs, NIHR Managing Centres and local clinical leaders/networks to lead in building robust links between the academic and experiential learning components of the Credentials.
- Lead in establishing a network of local mentors and resources to support the ongoing delivery of the Credential ‘Practicum’ modules, ensuring current best practices are identified across the NIHR Clinical Research Network and inform this activity.



Staff management:

- Directly line manage, motivate and develop the NIHR CRNCC programme team, as appropriate including: undertaking regular project reviews on a one-to-one basis; identifying training needs, including ensuring that inductions and mandatory training courses are completed; ensuring that any performance issues are dealt with in an appropriate and timely manner; and that appraisals are undertaken on an annual basis with timely reviews.
- Work in a matrix management style and foster close working relations as appropriate with distributed team members across the programme, the directorate and the wider Clinical Research Network.
- Maintain up to date knowledge and a range of skills including service improvement techniques and be responsible for developing and maintaining own CPD programme.

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 Senior Learning Manager (Clinician Researcher Credential), you will have:

- Professional knowledge acquired through a relevant degree at Honours level and experience to Masters Level or equivalent relevant experience
- Evidence of recent continuing professional development
- Experience of leading the development and design of learning programmes
- Demonstrable examples of experience in delivering complex (preferably multi-partner and/or multi-site) projects to time, target and budget.
- Experience in identifying opportunities, innovations and current best practices to inform project milestones and enhance impact
- A proven ability to build, maintain and develop effective working relationships with a range of stakeholders across a network of organisations, including thought-leaders/subject matter experts and be skilled at facilitating the integration of differing perspectives into coherent learning activities.



- Proven experience of working collaboratively in a team structure to meet key performance criteria and deliver to a consistently high standard across multiple, concurrent projects.
- Evidence of the ability to work independently, plan your own workload, make decisions about priorities and meet deadlines without compromising quality in a challenging and fast moving environment.
- Excellent presentation, interpersonal and communication skills, with a high level of literacy, a high level of accuracy/attention to detail, and strong command of the English language, along with the ability to review, edit and quality assure content.
- Line management experience, including all aspects of staff management.
- A willingness to travel (within the UK) to engage and collaborate with subject matter experts and other stakeholders.

You may also have:

- A project or programme management qualification, preferably at practitioner level (e.g. PRINCE2 or APM qualification).
- A formal qualification related to learning and staff development
- Experience of public sector procurement and tendering processes
- Experience of delivering projects within Healthcare or Clinical Research
- Familiarity with designing Masters-level education for Health and/or Social Care professionals



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,

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Email: 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.

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.

