

## CANDIDATE BRIEF

AcoRD Officer

NIHR Clinical Research Network Coordinating Centre



**Salary: University of Leeds Grade 7 (£33,797 - £40,322 p.a)**

**Reference: MHNCC1272**

**Closing date: 22 April 2021**

**Fixed-term until 31 March 2023**

## AcoRD Officer

### NIHR Clinical Research Network Coordinating Centre

**Would you like to lead a team supporting the delivery of healthcare research in the NHS? Do you have strong problem solving skills and an ability to develop logical solutions to business problems? Do you have excellent communication skills, customer focus and the ability to interact with a range of stakeholders across multiple organisations?**

An exciting opportunity has arisen to join a highly motivated and innovative team at the NIHR Clinical Research Network's National Coordinating Centre. This new role is available immediately, working across the Research Feasibility and Finance teams within the NIHR Clinical Research Network to support the costing of clinical research studies under the guidance of the Department of Health and Social Care framework.

You will be responsible for supporting the community of NIHR CRN staff working as 'AcoRD Specialist' cost attribution leads in the Local Clinical Research Networks, ensuring that costs are attributed in line with the DHSC guidance.

You will be required to translate the guidance from Department of Health and Social Care regarding the attribution of costs of health and social care R&D (AcoRD) to colleagues within the organisation. This guidance provides a framework for the NHS and its partners to identify, recover and attribute the costs of health and social care R&D, in a transparent, and consistent way outlining the clear distinction between research, NHS, treatment and excess costs.

With strong analytical and numeracy skills, and a high level of attention to detail you will be able to develop logical solutions. You will have an understanding of health and/or social care research and the ability to work with a diverse range of stakeholders at all levels across the Clinical Research Networks (CRN). This is a vital role responsible for ensuring support is provided to stakeholders in the identification of 'excess treatment costs' (ETCs) and subsequent payment process for research studies by the NIHR Clinical Research Network (CRN).



# 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 an AcoRD Officer, your main duties will include:

- Supporting the community of NIHR CRN staff working as 'AcoRD Specialist' cost attribution leads in the Local Clinical Research Networks, ensuring that costs are attributed in line with the DHSC guidance on *Attributing the costs of health and social care Research and Development (AcoRD)*;
- Supporting the CRNCC Finance Team in the good management of study costs data held on CRN databases and the management of reimbursement of ETCs to help to determine performance management parameters;
- Providing support for the setup of research studies by the NIHR Clinical Research Networks (CRN), including developing and maintaining triage processes;
- Developing and maintaining in depth knowledge of the AcoRD framework and guidance, with responsibility for ensuring that studies comply with and account for Excess Treatment Costs (ETCs) in line with these;
- Working in conjunction with NHS England and the Department for Health and Social Care to develop and maintain processes and systems to support the effective triage, and assessment as well as the recording and reporting of relevant information;





- Assessing new studies entering the CRN Portfolio to determine and assign the relevant NHS commissioner for the purposes of ETCs;
- Contributing discussions on the future direction of systems and processes, working with colleagues from within the CRN and HRA, NHS England and DHSC to identify and recommend potential improvements to its interface and functionality.
- Leading on training in both treatment costs and Excess Treatment Costs and regularly updating the knowledge of community colleagues through facilitation of online discussions and sharing of knowledge.
- Responsible for developing and maintaining processes, policies, guidance and training documents.
- Working with Business Intelligence to support, identify and resolve site discrepancies and errors in CRN databases;

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 AcoRD Officer you will have:

- Experience of working in a research support role, preferably clinical research, including a working knowledge of national templates for research contracts and costing;
- Strong problem solving skills with the ability to analyse and interpret complex information to make judgments regarding a range of complex research management issues;
- Experience of effective process management and ownership, with an ability to identify, design and deliver continual service improvements;
- Excellent communication and interpersonal skills with the ability to influence stakeholders, working with colleagues at all levels across a range of organisations;



- Experience of providing complex information to a range of audiences through presentations and reports;
- Advanced IT skills, particularly in the use MS Excel and the ability to use pivot tables, maintaining large shared workbooks, reporting functions such as Vlookup and web-based applications such as Google;
- Experience of working independently, exercising your own initiative to resolve issues and problem;
- Excellent organisational skills, with the ability to plan and prioritise your own workload and that of others to meet challenging deadlines, applying judgement to manage competing demands on your time;
- Ability to work with a high level of attention to detail and accuracy.

You may also have:

- Experience of working in the NHS/academic environment.
- Experience of working with and or in the pharmaceutical industry.
- Knowledge and experience of the National Institute of Health Research (NIHR)
- Knowledge of the governance and legislative framework for conducting clinical research studies, including Good Clinical Practice
- Familiarity with medical and scientific terminology



## 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:

**Phillip Good, Study Start-up Manager**

Tel: +44 020 332 86732; Email: [Phillip.good@nihr.ac.uk](mailto:Phillip.good@nihr.ac.uk)

## Important Information

If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

## 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.

