

**SENIOR PROJECT LEAD
NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE**



Salary Grade: 8

Reporting to: Deputy Director of Strategic Development

Reference: MHNCC1593

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Overview of the Role

The University of Leeds has been chosen by the UK government to lead the National Institute for Health and Care Research (NIHR) Research Delivery Network Coordinating Centre (RDNCC), and will be joined by 12 new Regional Research Delivery Networks (RRDNs), hosted by NHS organisations across the country to form the NIHR Research Delivery Network (RDN). The new NIHR RDN will operate as one unified organisation across England, balancing regional context, expertise and leadership with national coordination and strategy involving government policymakers. The RDNCC will work across England's health and care system, with staff in all settings, to support the effective and efficient initiation and delivery of research.

You will be responsible for leading the operational delivery of strategic projects and manage the team who deliver these projects. You will lead and manage strategic projects to improve the capacity, capability and accessibility of research delivery across Specialties and Settings. This will include ensuring that projects have robust governance and meeting delivery targets in line with strategic objectives. You will be responsible for driving and coordinating the involvement of the RRDNs, external organisations and other stakeholders to ensure maximum involvement in, and support for, the projects.

You will proactively develop a profile within the RDNCC and work collaboratively with individuals and groups both across the RDN and the University of Leeds, and with external stakeholders in a host of settings. Working with your Director and Head of function, you will support the delivery of the organisation-wide shift in ways of working and culture that is required to ensure the network functions as a single organisation with a shared purpose and vision across England, as well as supporting colleagues and managing your own team through the period of transformation and beyond.

This national role requires national travel.

DUTIES AND RESPONSIBILITIES

Common duties and responsibilities for RDNCC Grade 8 roles

Responsible for managing and coordinating resources including the recruitment and selection and line management of staff, which will include undertaking staff reviews to identify training and development needs and establishing how those needs will be met and managing performance against agreed objectives.

Providing operational oversight, support, and professional expertise, both within the team and to external stakeholders.

Producing high quality plans, update reports, briefing documents and/or reports for stakeholders, senior decision makers and project boards, as well as for the RDN Strategic Development Delivery Group.

Proactively develop a profile within the RDNCC, and work collaboratively with stakeholders across the RDN, the University of Leeds and externally, facilitating discussions and initiating, leading and/or actively participating in groups and meetings in order to influence events and opinions to achieve strategic and operational objectives.

Make independent decisions and advise RDNCC senior leadership, both of which will impact the achievement of strategic and operational objectives and future direction. Identify opportunities, risks, and optimal solutions to problems, analysing options and considering potential precedents that may be set and the future impact.

Demonstrating personal leadership in terms of being focussed, flexible, professional, motivated, and personally effective.

Duties and responsibilities specific to this role

1. Lead, or manage, the successful delivery of a portfolio of cross-specialty or cross-setting projects to develop capacity and capability for research delivery across the RDN, and across Specialties and Settings
2. Set-up and chair appropriate project governance groups and ensure appropriate project governance arrangements are in place, including identification and mitigation of risks and issues.
3. Develop project budget requests for specific projects, and assist with the allocation of project funding.
4. Undertake appropriate stakeholder engagement, for the purpose of delivering the projects, in line with strategies developed for those stakeholder groups.
5. Monitor and report against project related key performance indicators and milestones, and undertake effective evaluation of project outputs.

6. Present and further disseminate (via a variety of communication methods) project updates and outputs.

Other duties

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.

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential requirements for all RDNCC grade 8 roles

- Experience of line managing staff, identifying and addressing development needs, and managing performance including those who are not under your direct line management.
- The ability to support organisational change and transformation programmes in a positive and proactive way, and to motivate and support colleagues through substantial organisational and cultural change.
- The ability to think strategically to develop plans that will support delivery of strategic objectives and priorities.
- Creative, flexible, and self-motivated in approaching complex organisational issues with determination and resilience and the ability to deliver real measurable benefits, working to deadlines and managing priorities.
- The ability to work collaboratively, with evidence of successfully developing and maintaining effective working relationships with a wide range of internal and external partners and stakeholders.
- Negotiation, communication, interpersonal skills with the ability to articulate priorities and effectively engage and influence others.
- The ability to effectively analyse problems and data to present solutions and information in a meaningful way to a diverse range of decision makers and stakeholders.

Essential requirements specific to this role

- Proven management experience on medium to large scale projects including complex, interdependent programmes of work.
- Excellent data analysis skills including the ability to synthesise data and present it in a

meaningful way.

- Experience in developing and chairing stakeholder engagement events and activities.

Additional information

NIHR Research Delivery Network

The National Institute for Health and Care Research (NIHR) is funded by the Department of Health and Social Care (DHSC). NIHR works in partnership with the NHS, universities, local government, other research funders, patients and the public. The NIHR funds, enables and delivers world-leading health and social care research that improves people's health and wellbeing and promotes economic growth. NIHR is a major funder of applied health research in low and middle-income countries. Further information on the NIHR can be found at www.nihr.ac.uk.

As part of NIHR, the Research Delivery Network (RDN) supports the effective and efficient initiation and delivery of funded research across the health and care system in England for the benefit of patients, the health and care system and the economy. The scope and purpose of RDN is to support:

- Clinical trials and other well-designed health and social care research studies (including studies that are delivered outside of an NHS setting).
- Public health studies that require the recruitment of individuals within an NHS setting (that is, acute, ambulance, mental health, community, or primary care) or an episode of care which involves contact with the NHS.

The whole of England will be supported through 12 NIHR Regional Research Delivery Networks (RRDNs). The RRDNs will work with the national Research Delivery Network Coordinating Centre (RDNCC) to provide a joint RDN leadership function so that the NIHR RDN as a whole functions as a single organisation with a shared vision and purpose across England.

The University of Leeds is the provider of the RDNCC, working with and on behalf of DHSC. The University will be the employer for this role.

University of Leeds

Inclusion

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

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.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

Working at the University of Leeds

To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.