

**GOVERNANCE MANAGER
NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE**



Salary Grade: 7

Reporting to: Governance Lead

Reference: MHNCC1619

GOVERNANCE MANAGER

Reports to: Governance Lead

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.

Are you someone who enjoys working in governance not only from a corporate perspective but also in term of information governance and data protection? If so then this could be the ideal role for you.

Responsible for managing the operational delivery of the corporate governance framework and the corporate governance team, you will perform a range of duties that ensures the provision of comprehensive secretariat support to many committees and boards. You will provide cover and support, as required, to both the corporate governance meeting calendar and associated mailboxes that support the delivery of the governance functions within the RDNCC. You will support the Governance Lead in the delivery of good information governance and data protection practices and arrangements in the RDNCC, providing advice and guidance as and when needed.

You will work collaboratively with colleagues within the RDNCC and, as required, across the RDN and the University of Leeds, and with external stakeholders in a host of settings. You will support the operational 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 mutually supporting colleagues and managing your own team through the period of transformation and beyond.

This role requires national travel.

DUTIES AND RESPONSIBILITIES

Common duties and responsibilities for RDNCC Grade 7 roles

Ensure the effective coordination and delivery of key activities and projects within the function in line with organisational policies and priorities.

Support the management and coordination of the function's resources including the recruitment, selection and line management of staff that will include undertaking staff reviews to assess performance against agreed objectives, identify training and development needs and identify how those needs will be met.

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

Producing high quality minutes, plans, briefing documents and/or reports for stakeholders and decision makers and/or for project or programme boards, including the analysis and presentation of data and management information.

Working collaboratively with RDNCC colleagues and stakeholders across the RDN and NIHR and the University of Leeds and externally, facilitating discussions and actively participating in groups and meetings in order to influence discussions, events and opinions to achieve operational objectives.

Make independent decisions, advise colleagues and senior leadership and lead or proactively input into service improvement initiatives to support the achievement of operational objectives and future direction. Identify opportunities, risks and optimal solutions to problems, analysing options and considering precedent to determine the best course of action.

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

Duties and responsibilities specific to this role

1. Support the Governance Lead in implementing and embedding the RDN Governance Framework including establishing agreed boards with representatives from RDNCC, RRDNs and DHSC via a joint leadership approach.
2. Manage and deliver a high-quality secretariat service to the agreed RDNCC key fora of the RDN Governance Framework, including annual planning cycle for meetings, agendas, papers, and extensive minute taking.
3. Support the delivery of the RDNCC corporate risk management framework.
4. Support the Governance Lead in the development and operational delivery of the RDNCC Information Governance and Data Protection arrangements including providing cover at times of leave or other absence.

5. Provide input into the function's service improvement plans and strategic objectives.
6. Direct line management of the Grade 6 Secretariat Coordinator post and all associated responsibilities.

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 7 roles

- The ability to support organisational change and transformation programmes in a positive and proactive way, and to provide mutual support and motivation to colleagues through substantial organisational and cultural change.
- The ability to develop operational plans that will support delivery of objectives and priorities.
- Creative, flexible, and self-motivated with the ability to work and deliver to deadlines and manage competing priorities.
- The ability to work collaboratively, with evidence of successfully developing and maintaining effective working relationships with colleagues and stakeholders at all levels.
- Communication and 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

- Substantial experience of working in a formal corporate governance role, demonstrating evidence and knowledge of working within compliance providing oversight and management of the key boards/committees and coordinating the annual cycle of meetings, including extensive experience of board level minute taking.
- Experience of undertaking meticulous, proactive planning in order to provide a seamless service for the annual cycle of governance requirements.

- Confident in working with director level contributors in order to ensure papers and board/group contributions are met on time, and to the exacting standards required.
- Experience and knowledge/awareness of data protection and information governance provisions, and its importance to an organisation.
- Experience of managing or supervising staff, managing performance and identifying and addressing development needs.

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.

Salary Requirements of the Skilled Worker Visa Route

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information please visit: www.gov.uk/skilled-worker-visa.

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

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.