

**RDN COMMUNICATIONS COORDINATOR
NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE**



Salary Grade: 6

Reporting to: RDN Communications Manager

Reference: MHNCC1618

RDN COMMUNICATIONS COORDINATOR

Reports to: RDN Senior Communications Manager

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 delivery of communications for a variety of projects and channels including digital, media, events, internal communications and promotional materials. In addition, you will work closely with the NIHR Communications Office.

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 through the period of transformation and beyond.

This role requires national travel.

DUTIES AND RESPONSIBILITIES

Common duties and responsibilities for RDNCC Grade 6 roles

Support the effective coordination and delivery of activities and projects within the function in line with organisational policies and priorities. Monitoring activities against planned timelines and outcomes, identifying issues that may affect delivery and implementing or recommending solutions.

Work as an effective member of the team, providing support to colleagues and being involved in recruitment, training and supervision of staff and proactively inputting into the function's service improvement plans and objectives.

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

Working collaboratively with RDNCC colleagues, engaging with stakeholders, and actively participating in groups and meetings in order to contribute to discussions, events and opinions to review processes, implement service improvements and support the achievement of operational objectives.

Make independent decisions about your own work and provide specialist advice and guidance to colleagues and stakeholders to resolve problems and queries and inform decision-making, including analysing and presenting data and management information.

Demonstrate a positive approach to work in terms of being focussed, flexible, professional, motivated, and personally effective.

Duties and responsibilities specific to this role

1. Developing and implementing communications plans for a small portfolio of responsibilities to support a wide range of multi-channel projects and campaigns aimed at a variety of audiences in line with the RDN and NIHR's communications strategies.
2. Identifying, translating and disseminating complex messages about RDN's services and NIHR activity into clear and compelling communications messages demonstrating RDN's impact for a range of stakeholders including patients, health and care professionals and the life sciences industry.
3. Supporting the Communications Managers in performance of their duties and responsibilities as well as providing general communications support to the RDN and NIHR.
4. Briefing and commissioning work from external suppliers to support planned projects or campaigns, ensuring that use of resources represent value for money and are properly accounted for.

5. Working in effective partnership with others across the RDN to support their communications requirements and specific projects requiring communications expertise.
6. Ensuring that communications support is consistent with the RDN and NIHR's corporate objectives, organisational values and brand, and reflects, promotes and enhances our position in relation to delivery of research and its benefit to patients and the public and the UK life sciences sector.
7. Supporting the Senior Leaders in the RDN Communications team and providing general communications support to the RDN as required.

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 6 roles

- The ability to positively support organisational change and transformation programmes in the way you approach your work and to provide mutual support and motivation to colleagues.
- A proven ability to work proactively and independently, using own initiative and to solve problems efficiently and professionally.
- Organisation skills with the ability to work flexibly to plan and prioritise work, deliver to deadlines and manage competing demands.
- Interpersonal skills with the ability to work collaboratively and develop and maintain effective working relationships with colleagues and stakeholders.
- Written and verbal communication skills with the ability to articulate information in an engaging way to diverse audiences.
- The ability to analyse and present data in a meaningful and engaging way.

Essential requirements specific to this role

- Specialist communication/marketing qualification or equivalent level of demonstrable experience and evidence of ongoing professional development in the communications field.

- A professional communications expert with experience of effective delivery across the full range of communication techniques and developments, including social marketing, social media tools and applications within health.
- Demonstrable experience of creating campaign ideas and implementing these effectively across a variety of channels and evaluating campaigns.

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 due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible 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.