

**NATIONAL SPECIALITY AND SETTINGS LEADS ASSISTANT  
NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE**



**Salary Grade: 4**

**Reporting to: Health and Care Specialty/ Setting Programme Manager**

**Role ID: J145 E**

## **NATIONAL SPECIALTY AND SETTING LEADS ASSISTANT**

**Reports to: Health and Care Specialty/ Setting Programme 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 play a vital and active role as part of the Strategic Development Directorate. You will be responsible for providing administrative support, working flexibly across the National Specialty and Setting team. You will perform a range of duties which include handling communications, drafting correspondence, managing email inboxes, entering data and using database systems. Your duties will also include diary management, travel arrangements, preparing reports and materials for meetings and events. Additionally, you will support the team in activities that further the strategic development of the Specialty or Setting.

You will work collaboratively with colleagues within the RDNCC and liaise with other stakeholders as required. You will provide mutual support to colleagues in your team and across the RDNCC and will be positive and flexible in the way you approach your work to support the organisation-wide shift in ways of working and culture through the period of transformation and beyond.

This role may require some national travel.

## **DUTIES AND RESPONSIBILITIES**

### **Common duties and responsibilities for RDNCC Grade 4 roles**

Provide effective administration for, and support the coordination and delivery of, activities and projects within the function in line with organisational policies and priorities.

Work as an effective member of the team, providing mutual support to colleagues and inputting into the function's plans and objectives.

Work collaboratively and liaise with RDNCC colleagues and stakeholders as required, contributing to discussions to support service improvements and the development and improvement of systems and processes.

Act as a point of contact for queries and requests for information, responding efficiently and professionally in line with policy and process, knowing when and how to refer to more complex queries.

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. Support diary and calendar management, and inbox review for the wider Health and Care Specialties and Settings team, directing enquiries to the relevant individuals where required.
2. Ensure travel and venue arrangements for internal and external stakeholder events and meetings are organised, and information regarding these is disseminated across the wider Health and Care Specialties and Settings Team, National Specialty Leads, and National Settings Leads.
3. Provide administrative support including, but not limited to, minute taking, data entry activities, and preparing reports and meeting and event materials to ensure the successful delivery of Strategic Delivery Directorate events. This will include administrative support to the Deputy Health and Care Directors.
4. Support the resolution of queries related to Strategic Development Directorate activities where possible, redirecting or escalating these where necessary to provide excellent stakeholder experience.
5. Assist with the activities of the Health and Care Specialty and Settings Officer by supporting the production of reports and event materials, as required.
6. Update and maintain information and data repositories used by the wider Strategic Delivery Directorate to ensure the successful delivery of the day-to-day activities of the directorate. This may include collating responses from consultation exercises, questionnaires, surveys, and meeting invitations to support strategic activities.

## **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 RDNCC grade 4 roles**

- The ability to positively support organisational change and transformation programmes in the way you approach your work and to provide mutual support to colleagues.
- Able to work proactively and independently and use your own initiative to respond professionally to enquiries and decide when to refer to more complex problems.
- Organisation skills with the ability to work flexibly to plan and prioritise work, deliver to deadlines, and team objectives.
- 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 provide information clearly and with attention to detail.
- Computer literate, with experience of using word processing and spreadsheet software and the ability to adapt and learn how to use new programmes and systems.

### **Essential requirements specific to this role**

- Experience of providing administrative support including minute taking, coordinating travel and venue arrangements, and dissemination of meeting or events materials. to both internal and external stakeholders.
- Excellent attention to detail, and data entry and maintenance skills..

## **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](http://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](mailto: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**

This role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>.

## **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.