

**NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE
HEALTH AND CARE SETTINGS PROGRAMME LEAD**



Salary: Grade 8 (£48149 to £57422)

Reference: MHNCC1683

HEALTH AND CARE SETTINGS PROGRAMME LEAD

Reports to: Head of Health and Care Settings

Overview of the Role

The National Institute for Health and Care Research (NIHR) Research Delivery Network Coordinating Centre (RDNCC) is hosted by the University of Leeds and, alongside 12 Regional Research Delivery Networks (RRDNs) hosted by NHS organisations across the country, forms the NIHR Research Delivery Network (RDN).

The NIHR RDN operates as one unified organisation across England, balancing regional context, expertise and leadership with national coordination and strategy involving government policymakers. The RDNCC works 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 the Health and Care Settings function and manage the team who deliver this service. With responsibility for two settings, you will set-up and oversee processes that facilitate National and NHS England region-based Setting Leads to engage with the RDN. You will interrogate the Open Data Platform, as well as other external datasets, and acquire soft intelligence to support the setting in identifying areas of strategic concern in relation to research delivery, running strategically focused system-wide reviews as needed. You will chair Task and Finish Groups in order to develop proposals to address the challenges and opportunities identified, and subsequently provide project management support for any proposals taken forward in response. Additionally, you will support the development of relevant stakeholder engagement strategies and undertake stakeholder engagement as required with setting specific stakeholders.

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 organisational change to ensure the network functions as a single organisation with a shared purpose and vision across England, providing support to colleagues and managing your own team in a positive and flexible way.

This role will be based in the RDNCC office on Queen Street, Leeds. We work in a hybrid way with an expectation that all RDNCC staff spend at least 40% of their time office based for the benefit of all staff to ensure collaboration and positive working relationships. We are also open to discussing other flexible working arrangements.

The University of Leeds hosts the RDNCC which means that all RDNCC staff are employees of the University.

This national role requires national travel.



As part of the RDNCC's commitment to inclusion and equity of opportunity, our shortlisting stage is undertaken with names removed from job applications. Please do not include identifiable information in uploaded documents, file names or free text fields (e.g., names, photos, contact details) other than those specifically requested in the personal details section.

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 the RDN Strategic Development Delivery Group.
- Proactively develop a profile within the RDN, 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 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. Set-up and oversee processes that facilitate National and NHS England region-based Setting Leads to engage with the RDN, these processes may vary across Settings, require liaison with the RRDN Setting support teams and require the oversight of an administrative support service for National Leads



2. Support the appointment of National Setting Leads, NHS region-based Setting Leads and other Setting posts as required, including supporting induction and training activities.
3. Support the development of relevant stakeholder engagement strategies and undertake stakeholder engagement as required with setting specific stakeholders, including running events as required.
4. Use relevant data to review setting portfolios, identifying strategic trends and horizon scanning for new technologies and innovations. This will include running System-Wide Reviews for strategic purposes, including preparing and presenting relevant data.
5. Chair Task and Finish Groups in order to develop proposals for strategic development and provide project management support for any proposals taken forward in response.
6. Support funders, sponsors and the RDN functions to access specialist expertise when required, including supporting the provision of responses to enquiries from DHSC.

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 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 internal and external 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.

Working at Leeds

You will be employed by the University of Leeds with access to the same benefits as all of our staff. You will be based at the RDNCC office on Queen Street, Leeds.

Regular in-person interaction is an expectation of all roles in line with service needs and the requirements of the role and we expect all RDNCC staff to spend at least 40% of their time office based. We are also open to discussing other flexible working arrangements.

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.



University of Leeds

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. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, or candidates with 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.

