

**NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE**  
**Learning Management Lead**



**Salary: Grade 8 (£51,753 - £59,966)**

**Reference: MHNCC1720**

## **FIXED TERM - 12 MONTHS**

### **Learning Management Lead**

#### **Reports to: Head of Research Delivery Workforce Development**

#### **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 have experience of leading a learning and development team, including deployment of a Learning Management System. This exciting role will enable the delivery of a UK-wide LMS and learning strategy as well as driving service excellence in learning design and management to the RDN, NIHR and wider health and care research system.

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.

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

This role requires regular national travel (on average twice a month). Occasional overnight stays are also required (on average twice a quarter).

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**

- 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.
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- Producing high quality plans, update reports, briefing documents and/or reports for stakeholders and senior decision makers.
- Proactively develop a profile within the RDNCC, and working 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 of options



and considering of 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. Provide leadership and expertise in learning content, quality and governance, with a particular focus on the provision of eLearning, to enable a robust learning provision across the RDN and wider NIHR.
2. Responsibility for the ongoing development of a Learning Management System Strategy as well as exploring and scoping an effective implementation plan.
3. Act as a key point of connection and collaboration with learning development leaders across the RDN, wider NIHR and UK health and care research system, to explore and define appropriateness and effectiveness of learner experience and outcomes across varied audiences.
4. Initiate and lead the development and delivery of an RDN learning content creation service and pipeline, including management, oversight, commissioning and design processes.
5. In collaboration with regional Workforce and People Senior Managers, shape and drive an approach to excellence in learning design capacity and capability across the RDN
6. Oversight of NIHR Learn (Learning Management System) functionality, accessibility, and technical development planning.

### **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**

- Experience in the strategic development and management of Learning Management Systems
- A professional qualification or equivalent experience in learning development methodology and/or pedagogy

#### **Desirable requirements specific to this role**

- Experience and/or knowledge of the UK health and care environment
- Experience working with partners and stakeholders, including work with DHSC, professional bodies, regulators and other external stakeholders.
- Project management or service improvement qualification



## 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.

### 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](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.

