

NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE
Senior Project Lead



Salary: Grade 8 (£51,753 to £59,966)

Reference: MHNCC1725

Senior Project Lead

Reports to: Head of Strategy Implementation & Stakeholder Engagement

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 strategic projects and manage the team who deliver these projects. You will lead and manage strategic projects to improve the capacity, capability and accessibility of research delivery. This will include ensuring that projects have robust governance and meeting delivery targets in line with strategic objectives. You will be responsible for driving and coordinating the involvement of the RRDNs, external organisations and other stakeholders to ensure maximum involvement in, and support for, the projects.

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.

TRAVEL REQUIREMENTS

Some national travel will be required to attend face-to-face meetings and relevant national conferences.



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.
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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. Lead, or manage, the successful delivery of a portfolio of projects to develop capacity and capability for research delivery across the RDN.
2. Set-up and chair appropriate project governance groups and ensure appropriate project



governance arrangements are in place, including identification and mitigation of risks and issues.

3. Develop project budget requests for specific projects and assist with the allocation of project funding.
4. Undertake appropriate stakeholder engagement, for the purpose of delivering the projects, in line with strategies developed for those stakeholder groups.
5. Monitor and report against project related key performance indicators and milestones and undertake effective evaluation of project outputs.
6. Present and further disseminate (via a variety of communication methods) project updates and outputs.

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 across a range of qualitative and quantitative data sets
- Experience in developing and chairing 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

Pre-employment Health Assessment

We aim to ensure that all candidates have the opportunity to disclose any health issues. In accordance with the Equality Act 2010, a pre-employment health assessment via a questionnaire will be sent to candidates following an offer of appointment. We also encourage individuals to meet with a University Occupational Health specialist for advice on any potential workplace adjustments.

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.

