

**SENIOR STAKEHOLDER ENGAGEMENT MANAGER
NIHR RESEARCH DELIVERY NETWORK COORDINATING CENTRE**



Salary Grade: 8 (£51,753 to £59,966 p.a.)

Reference: MHNCC1737

SENIOR STAKEHOLDER ENGAGEMENT MANAGER

Reports to: Head of Digital 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 delivery of stakeholder engagement for the NIHR digital engagement services - Be Part of Research services and Join Dementia Research. You will lead on establishing and managing of stakeholder relationships, predominantly with, but not limited to, the life sciences sector. This role is pivotal to enable delivery of the NIHR Life Sciences Industry Strategy and Implementation Plan.

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 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 of the application form.

We welcome applications from people of all backgrounds and experiences. We are committed to creating a diverse and inclusive workforce and particularly encourage applications from

disabled people and people from diverse ethnic and cultural backgrounds who are currently underrepresented within our workforce. All appointments are made on merit and ability.

We are committed to creating an inclusive workplace where everyone can thrive. This includes fair and inclusive recruitment practices, such as the use of Unconscious Bias Observers during interviews. We also have a number of initiatives that support belonging, wellbeing and equitable opportunities for all colleagues such as avoiding scheduling job interviews or staff events on key dates.

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 and senior decision makers and programme boards.
- Proactively develop a profile within the RDNCC, 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 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 options and considering potential precedents that may be set, and their future impact.
- Demonstrating personal leadership in terms of being focussed, flexible, professional, motivated, and personally effective.

Duties and responsibilities specific to this role

1. Deputise for the Head of Digital Stakeholder Engagement and Service Delivery as required, at both national and regional level for RDN and NIHR activities and with external stakeholders.
2. Identification of key stakeholders, and management of effective relationships to ensure that stakeholder needs are understood and considered in the development and improvement of Join Dementia Research and Be Part of Research, including the

public, charities, NHS England, the devolved administrations, research teams, healthcare professionals and the wider NIHR.

3. Expand and build on existing relationships within the Life Science industry, including pharmaceutical, biotech, and Medtech companies, and Clinical Research Organisations, to embed and promote the digital services, especially Be Part of Research. Working with NIHR Industry Hub and other parts of the Research Delivery Network.
4. Provide leadership of national projects to promote Join Dementia Research and Be Part of Research with internal and external stakeholders, including DHSC.
5. Promote the use of the digital services to research professionals, including through the NIHR and RDN national and regional infrastructure, to accelerate recruitment into studies, with a focus on researchers working on commercial research. During agile digital development projects, act as a subject matter expert on the how the UK research environment operates, providing information on regulation, commercial and non-commercial research, clinical trials units and commercial research organisations.
6. Lead and facilitate workshops, events, and training activities for a wide range of stakeholders.

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 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

- Knowledge of the national research landscape, including experience of dementia research.
- Experience in life sciences, healthcare, or research sectors.
- Experience working with multiple stakeholders, including government, industry, and academic partners.
- Strong presenting, facilitation, and report writing skills.
- Knowledge of commercial and non-commercial clinical research and RDN services for industry including a sound and current understanding of the UK clinical research environment.

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

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.

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

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.