

NIHR Regional Research Delivery Networks

Job Description & Person Specification for Research Delivery Practice Educator

v1.0

JOB DETAILS

Job Title:	Research Delivery Practice Educator
Grade:	NHS Agenda for Change Band 7
Hours:	0.6 WTE
Reporting to:	Workforce and People Senior Manager
Direct Reports:	N/A
Location:	Cornwall, Somerset or Devon

JOB PURPOSE

The Research Delivery Practice Educator will have responsibility for enhancing the research delivery skills and clinical competence of the NIHR Regional Research Delivery Network (RRDN) Agile Research Delivery Team. This will include providing relevant research education and, where necessary, improving research and clinical skills for research delivery staff. This role also involves working with and supporting research delivery partners to determine skills gaps to be addressed through design of their own research education and clinical skills training programmes where development of this may be required. This role is part of the RRDN Workforce Development function. This role will ensure all clinical research delivery staff within the Agile Research Delivery Team are trained and competent in line with employer statutory and mandatory requirements, as well as applicable Research Delivery Network (RDN) training and development programmes and relevant study sponsor requirements. This role may also provide clinical research delivery support to studies delivered by the Agile Research Delivery Team when required.

Key working relationships for this role include the Workforce and People Senior Manager, who will oversee and manage key programmes of activity within the Workforce Development function. They will also work closely with the Agile Research Delivery Team Senior Manager to ensure clinical skills and competencies are appropriate and maintained in line with employer, sponsor and regulatory body requirements. The post-holder will work closely with other RDN

Research Delivery Practice Educators to form a community of practice and share skills and expertise, as well as RRDN staff including the Agile Research Delivery Team, and the Workforce and Organisational Development Directorate (RDN Coordinating Centre). RRDN Health and Care Directors will also be an important stakeholder in the planning, development, delivery and evaluation of high-quality, effective clinical learning and development. The postholder will be the subject matter expert, where appropriate, informing high-quality, needs driven learning designed by the Digital Learning Designer serving the RRDN. Where subject matter expertise does not exist within the Workforce Development function, this role will be responsible for identifying and engaging the support of such expertise, linking with the RRDN Host Organisation education team and building key relationships as required.

ROLE OF THE NIHR RESEARCH DELIVERY NETWORK

From October 2024, the NIHR Clinical Research Network changed to become the NIHR Research Delivery Network (RDN). The RDN is building on the successes of the CRN in supporting 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 RDN supports:

- 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 RDN is a new organisation with new structures, governance and ways of working. Study delivery in England is supported through 12 NIHR Regional Research Delivery Networks (RRDNs). These work with the national Coordinating Centre (RDNCC) and the Department of Health and Care to provide a joint RDN leadership function via the RDN Board, so that the NIHR RDN as a whole functions as a single, transparent organisation with a shared vision and purpose. Royal Devon University Healthcare (RDUH) is the Host Organisation for the South West Peninsula RRDN region.

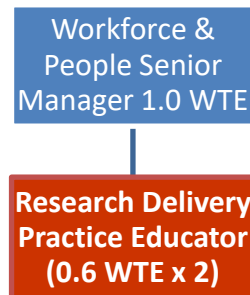
The NIHR RRDNs has three key roles which it will fulfil via new models of service delivery and functions, to:

- provide support to research sites to enable the effective and efficient initiation and delivery of funded research across the health and care system in England;
- enable the strategic development of new and more effective research delivery capability and capacity. This will include bringing research to under-served regions and communities with major health and care needs;
- work jointly with the Coordinating Centre in the strategic oversight of the NIHR RDN. This will ensure that the Portfolio is maintained as a cohort of high-quality, fully-funded, viable and deliverable studies. It will also ensure that the NIHR RDN as a whole serves the research delivery needs of investigators and R&D teams and is responsive to the changing domestic and global environment for health and care, life sciences and health research.

The NIHR RRDNs are required to develop excellent relationships with the organisations commissioning and providing health and social care across their regions, which are mapped onto NHS regions and Integrated Care Systems. They help support research undertaken by those providers and at sites across the region, and promote research meeting the needs of local

populations. NIHR RRDNs work together with an RDN Coordinating Centre to support health and care research delivery for the benefit of patients, the health and care system and the economy as a whole.

DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Directors in the RRDN
- Workforce and People Senior Manager
- Digital Learning Designer
- Learning and Development Facilitator
- RDN Research Delivery Practice Educators
- RDN Workforce Development teams
- RDN Agile Research Delivery Teams
- Workforce and Organisational Development Directorate (RDNCC)
- RRDN Research Delivery Organisations (organisations delivering RDN portfolio research)
- RRDN Host Organisation education team

MAIN DUTIES AND RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Working with the Workforce and People Senior Manager, proactively contribute to and inform the regional delivery of the RDN Workforce strategy to support the strategic, system-wide development of the research delivery workforce across a broad range of roles, specialties and settings
- Working with the Agile Research Delivery Team leaders and managers, provide effective leadership in training delivery/facilitation skills and act as a role model, to thus motivate, support and enable the evolution of the Agile Research Delivery Team service. This will involve:
 - mentoring new Agile Research Delivery Team members
 - provide formal learning interventions
 - deliver constructive feedback
- Act as an ambassador for the RDN and wider NIHR

BUSINESS PLANNING

- Contribute to annual planning and reporting activities with the provision of workforce and

- learning data and expertise
- Develop and implement key innovative opportunities for increasing research delivery workforce capacity and capability across the RDN, drawing upon learnings generated from the Agile Research Delivery Teams

INFORMATION & ADMINISTRATION

- Plan, coordinate and facilitate key national and regional level meetings and working groups to ensure delivery of key milestones and identification of risks
- Provide day to day management and coordination of regional and, where appropriate, national programmes of learning and development for RDN Agile Research Delivery Teams, including design, delivery and evaluation
- Oversee the processes used for administration of regional and national training delivery supported by administration colleagues, with a particular focus on oversight of training undertaken in the Agile Research Delivery Team

OPERATIONAL MANAGEMENT

- Lead and effectively manage the provision of research delivery practice education and clinical skills improvement to ensure capability of the Agile Research Delivery Team
- Work with all relevant stakeholders and alongside all levels of clinical staff to provide expert guidance, mentorship, teaching and assurance on assessment of competence
- Motivate, enable and support staff in their professional and personal development
- Provide professional nursing/AHP leadership and support, under the direction of the RRDN Health and Care Director (NMAHP), to enhance clinical practice and strategy
- Work within Nursing and Midwifery Council (NMC) or Health and Care Professions Council (HCPC) Code of Professional Conduct and adhere to the organisation's policies and procedures
- When working outside of area of professional expertise, seek advice and guidance from colleagues and ensure appropriate clinical accountability is in place
- Maintain appropriate level of clinical skills necessary to perform procedures, e.g. venesection, drug administration
- Establish and maintain effective working relationships with the RRDN Host Clinical Education Team, educators in the region and key contacts in Delivery Organisations
- Proactively inform the RDN understanding of regional workforce needs and actively contribute to the design and delivery of solutions with the Workforce and People Senior Manager
- Assist in the delivery of local induction programmes for all RRDN staff with particular emphasis on the Agile Research Delivery Team
- Provide highly specialist advice on all aspects of the research process and research delivery practice, including expectations of clinical skills and required competencies across research delivery settings
- Contribute to the development and implementation of the Agile Research Delivery Team policies and SOPs by interpreting national directives and Trust guidelines for local inclusion
- Provide guidance, direction and task delegation to administrator colleagues to utilise their strengths and attributes to maximum effect to achieve objectives, ensuring they meet expected levels of performance and receive appropriate support and development

SERVICE IMPROVEMENT & DEVELOPMENT

- Actively contribute to the development and delivery of national projects and initiatives to

drive national and regional impact

- Lead and deliver programmes of work identified as crucial to the development of research leadership that enables a positive 'One RDN' culture and behaviours
- Demonstrate comprehensive, informed understanding of regional and national research delivery learning and development needs and partner in the development of high-quality learning that is inclusive and meets the needs of a diverse workforce.
- Work as a collegiate partner with colleagues across the Network to ensure consistency of the development opportunities provided to staff, customers and stakeholders
- Working with the Workforce and People Senior Manager, and other RDN colleagues, contribute to national collaborative working groups and the RDN Service Delivery Group for Workforce and Organisational Development, to ensure that all learning and development opportunities are designed with equality of access, diversity of input and are delivered in a range of formats that promotes inclusivity
- Ensure effective use of the tools available through the NIHR IT infrastructure, implement, promote and maintain approaches to informal learning that are cost effective and reflect the needs of learners and organisational systems and priorities
- In collaboration with the Agile Research Delivery Team, contribute to the assessment of new projects with special consideration to education and training needs

PERFORMANCE MANAGEMENT

- Responsible for the delivery of a quality assurance and improvement programme for learning and development programmes, including measuring activities against quality standards through the collection, analysis and reporting of appropriate data, including recommendations for change across multiple services or sites
- Proactively identify, develop and coordinate appropriate service improvement projects in response to performance in quality assurance metrics, particularly feedback from attendees

LIFE SCIENCES INDUSTRY

- Enable, where appropriate, collaboration with the Life Sciences industry in the development of the research delivery workforce within new sites and increasing capacity and capability to deliver a range of studies, drawing upon learnings from the RDN Agile Research Delivery Team across all RRDNs
- Champion RDN Life Science Industry research and the importance and contribution of industry to NIHR, NHS and social care within learning and development activities

FINANCIAL MANAGEMENT RESPONSIBILITIES

- Actively contribute to the development of business cases/options papers for the RRDN leadership team to inform decisions regarding workforce and organisational development
- Manage financial resources to successfully develop and deliver high quality, cost effective learning and development as well as regional and national meetings or events to ensure value for money

CONTINUOUS IMPROVEMENT

- Actively contribute to a culture of continuous improvement (CI) across the network in support of utilising shared CI methodologies to facilitate a learning organisation that meets measures of organisational maturity
- Promote the RDN as a learning organisation that uses the knowledge and skills of all members to improve performance and generate helpful and shared outputs and contribute to service improvement programmes

- Engage with providers of NHS services, research participants and staff involved in portfolio research and relevant stakeholders in consultations about ways to improve the RDN service
- Ensure national systems and processes for the evaluation of all programmes of learning and development are adhered to, escalating and then managing within agreed processes where performance falls short of expected standards
- Actively contribute to innovation to embed digital enablement as a key workforce development strategy throughout the RRDN
- Work with the Workforce and People Senior Manager to implement continuous improvement initiatives across the network and assist in their reporting and evaluation

COMMUNICATION & STAKEHOLDER MANAGEMENT (NHS AND NON-NHS)

- Maintain strong and effective working relationships with the relevant stakeholders and partners e.g. Clinical Trials Units, RSSs, Trust and regional R&D Directorates, commissioning bodies, patients, carers and the public and other relevant groups/individuals
- Work closely with staff and establish effective relationships with stakeholders, both within and outside the RRDN Host Organisation, to ensure a high-quality workforce development function that meets the needs of its customers. This will include working with learning and development teams, subject matter experts (i.e researchers, health and care providers, life sciences, etc), and liaison with external providers where appropriate
- Act as the main point of contact for all queries regarding the regional research delivery practice education and development programme
- Translate highly complex and technical information into easily understandable language for a range of audiences with differing levels of experience
- Collaborate with NIHR infrastructure colleagues regionally and nationally to support a 'One NIHR' approach to workforce, research delivery practice and clinical skills development
- Work closely with regional and national communications teams to ensure learning and development opportunities are shared across a range of industry relevant channels to engage new and existing groups

ENSURING PATIENT, CARER AND PUBLIC INFORM AND INFLUENCE DELIVERY OF RDN STRATEGY

- Demonstrate in depth understanding of the regional participant, carer and public impact on the research landscape
- Ensure, through the actions of the Agile Research Delivery Team, the positive impact of patient and public involvement and engagement on the design, delivery and dissemination of research
- Through the provision of high quality learning, development and inclusion programmes and initiatives, enable the efficient and effective delivery of RDN services and functions, resulting in a positive impact on patients, carers and the public

CORPORATE GOVERNANCE

- Support corporate governance through the provision of data to inform regular and ad hoc reports to the RDN Board and leadership team
- Report and escalate as per Trust policy when areas of unsafe practice or clinical incidents occur and work with colleagues to identify lessons learnt and mitigating actions to be taken forward, leading on action learning sets where necessary and appropriate

KEY RESULT AREAS

- Autonomously deliver key elements of the Workforce Development function with specific responsibility for programmes of learning and development with a particular focus on clinical skills and competencies within participant-facing research delivery practice
- Liaising with leaders and managers in Workforce Development, the Agile Research Delivery Team and Delivery Organisations, make immediate decisions regarding complex research issues whilst providing high quality education and training
- Escalate and report arrangements for exceptional circumstances where a standardised approach is not workable, to minimise the impact on learner experience and course aims

SPECIALIST RESPONSIBILITIES

- Curate and provide expert advice and guidance on clinical governance requirements and related regulations to guide safe and appropriate training development and delivery.
- Provide expert research delivery practice education, clinical skills and clinical skills training in line with Host Organisation and Sponsor requirements, and in accordance with requirements of all relevant regulatory bodies
- Provide leadership and mentorship for a multi-disciplinary team of colleagues working across a range of specialties and settings
- Support the development and implementation of multi-disciplinary undergraduate student placements where appropriate
- Meet requirements for continued professional development to maintain professional registration necessary for the role.
- Support registered nurses, midwives, AHPs, CRPs and other practitioners in maintaining their professional registration
- Support currently unregistered practitioners to achieve professional registration as a CRP where appropriate and required.

RISK ASSESSMENT

Mental Effort	Frequent concentration; work pattern unpredictable. Concentration required for investigating problems, analysis of data and policies. Interruptions requiring immediate response. Ability to deliver complex learning and development via a range of mediums with the ability to think on your feet
Physical Effort	Keyboard skills, use of IT equipment, including equipment used for delivering presentations. Light to medium physical effort for short periods. Use of computer continuously for prolonged periods on most days, i.e. frequent requirement to work in a restricted position. Travel across the RRDN geography and nationwide. Some manual moving and handling of patients and small equipment in line with Trust policy and statutory and mandatory training practices

Working Conditions	Occasional exposure to unpleasant working conditions. Frequent travel to meetings and training both regionally and nationally.
Emotional Effort	Occasional exposure to distressing or emotional circumstances. Operate with emotional intelligence and with the ability to manage challenging behaviour.

PERSON SPECIFICATION

	Attribute	Essential	Desirable
	Education and Qualifications		
	Postgraduate qualification (eg. Post Graduate Diploma or similar qualification, which signifies level 7 level of knowledge) in a relevant subject or equivalent experience	✓	
	Registered Nurse or AHP on relevant part of the professional register (NMC HCPC)	✓	
	Evidence of on-going professional development (both in terms of meeting the CPD requirements of the relevant professional body and in respect of leading education interventions).	✓	
	Recognised teaching qualification		✓
	Knowledge and Experience		
	Experience of teaching and mentorship	✓	
	Highly developed specialist knowledge and extensive experience on all aspects of the research process and research delivery practice, including expectations of clinical skills, Principal Investigator roles and required competencies across research delivery settings and on a wide variety of studies including all phases of Clinical Trials, CTIMP interventional/observational and commercial/non-commercial.	✓	
	Experience of designing, delivering and evaluating effective learning interventions	✓	
	Expert knowledge of Good Clinical Practice (GCP), research governance and related regulations	✓	
	Skills and Attributes		
	High Level of IT competence including word processing, Microsoft Excel, Access and presentation packages	✓	

	Ability to present complex information in a way that is meaningful and understandable to a range of audiences	✓	
	Understanding of personal accountability	✓	
	Ability to work under pressure balancing conflicting workloads	✓	
	Ability to work independently with initiative and maintaining confidentiality	✓	
	Ability to work collaboratively across organisations and geographically dispersed teams	✓	
	High level of communication and interpersonal skills	✓	
	Leadership skills - evidence of ability to support / mentor / guide junior staff	✓	
	Effective presentation skills	✓	
	Values and Personal Qualities		
	Enthusiastic and highly motivated	✓	
	Respectful of others	✓	
	Professional manner	✓	
	Resilient and calm under pressure	✓	
	Team player	✓	
	Assertive	✓	
	Facilitative, patient and helpful, to be a proactive role model	✓	
	Commitment to learning and a growth mindset	✓	