

JOB DESCRIPTION

JOB DETAILS	
Job Title	Strategy Project Facilitator
Reports to	Corporate Services Manager
Band	5
Department/Directorate	Research & Development
Base:	Truro / Plymouth/ Exeter or Taunton with regular travel to local and regional offices

JOB PURPOSE
<p>The Strategy Project Facilitator will support the Corporate Services Manager to manage, deliver and coordinate a number and range of local activities to support the effective and efficient delivery of the NIHR Research Delivery Network (RDN) and the Regional RDN (RRDN), particularly the delivery of strategic projects. These projects form a regional response to key RDN strategies and will optimise all engagement and inclusion opportunities by engaging participants and communities as well as research Delivery Organisations. Projects will be varied in nature and ultimately feed into the RDN's aim of creating capacity and capability in research delivery, value for money and effective and sustainable improvements for both research participants and the research delivery workforce.</p> <p>The Strategy Project Facilitator will support the Corporate Services Manager in a range of activities to enable projects, including setting up structures, documentation and reporting. The postholder will undertake the collection, interrogation and interpretation of data, and assist in preparing reports and strategy documents. The Strategy Project Facilitator will work collaboratively with others, including the Life Science Key Account Manager and Head of Strategy, Engagement and Inclusion, to support key projects linked to RRDN services and functions.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>OPERATIONAL MANAGEMENT</p> <ul style="list-style-type: none"> Support the planning and reporting on a wide range of programmes, projects and business-as-usual activities across multiple organisations in the RRDN that will contribute to the priorities of the RDN Support the Corporate Services Manager to ensure that programme, project, and business-as-usual deliverables are produced to the required quality, within a specified time frame and budget Help with diagnosing complex issues by analysing information and data, proactively problem-solving and negotiating in order to develop a solution Support the identification of key potential risks in the delivery of programmes, projects and business-as-usual, and help to ensure strategies are in place to manage these Support the development, maintenance and monitoring of plans for programmes, projects and business-as-usual <p>CORPORATE GOVERNANCE</p> <ul style="list-style-type: none"> Ensure that the submission of the RRDN plans and reports meets corporate governance requirements <p>KEY RESULT AREAS</p> <ul style="list-style-type: none"> RRDN planning and reporting <p>PERFORMANCE MANAGEMENT</p> <ul style="list-style-type: none"> Support the systems and processes to ensure that agreed data indicating RRDN Host Organisation, RRDN, RDN performance and/or RDN impact against nationally agreed indicators, particularly those relating to strategic projects, is available locally and nationally (as appropriate)

KEY WORKING RELATIONSHIPS
<p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis</p>

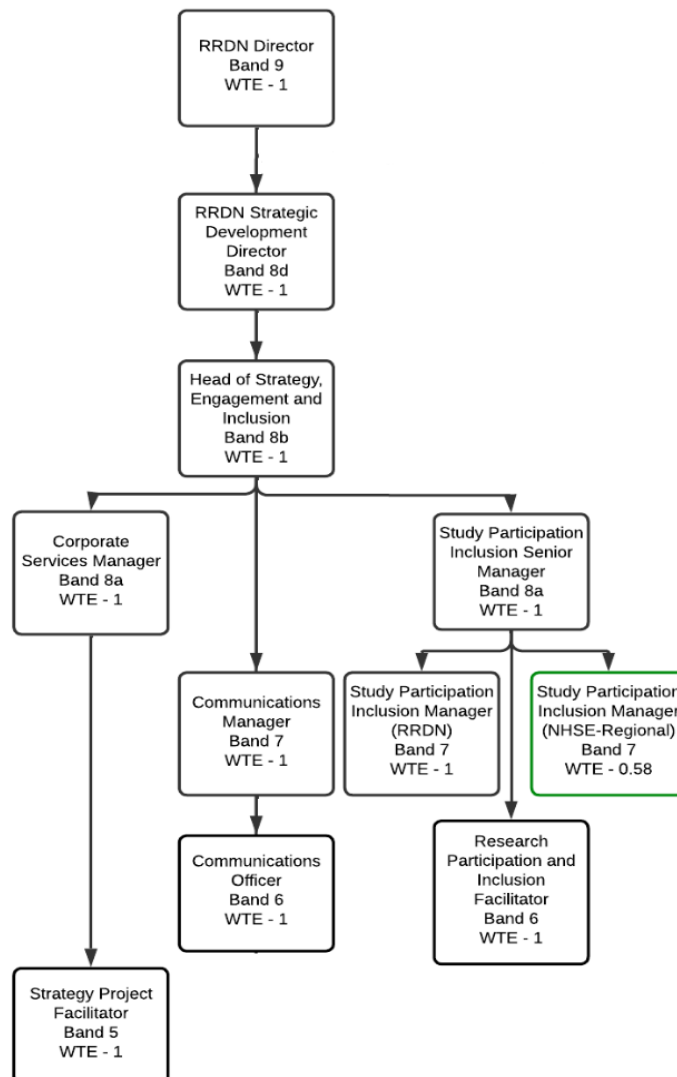
In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

- All Directors in the RRDN
- Head of Partner Liaison & Planning
- Head of Strategy, Engagement and Inclusion
- Corporate Services Manager
- Life Science Key Account Manager
- Workforce and People Senior Manager
- RDN Strategic Project Facilitators
- RDNCC teams as appropriate

ORGANISATIONAL CHART



FREEDOM TO ACT

- The post holder will work autonomously within general policies and procedures guided by national policy and regulations and the Trust's own policies in relation to ensuring the delivery of the RRDN.
- The post holder will ensure national policy is reflected in the RRDN business processes.

- Through values and behaviours, embed a consistent approach to engagement, Research Inclusion and PPIE throughout RDN functions and services

ROLE OF THE NIHR RESEARCH DELIVERY NETWORK

From October 2024, the current NIHR Clinical Research Network will be changing to become the NIHR Research Delivery Network (RDN). The RDN will build 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 will 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 RDN is a new organisation with new structures, governance and ways of working. Study delivery in England will be supported through 12 NIHR Regional Research Delivery Networks (RRDNs). These will 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 NHS Foundation Trust will be the Host Organisation for the South West Peninsula (SWP) RRDN region. The NIHR RRDNs will have 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 will need 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 will help support research undertaken by those providers and at sites across the region, and promote research meeting the needs of local populations. NIHR RRDNs will 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.

COMMUNICATION & STAKEHOLDER MANAGEMENT SKILLS

- Communicate with partners and stakeholders regarding the production of RRDN plans and reports

ANALYTICAL/JUDGEMENTAL SKILLS

BUSINESS PLANNING/ORGANISATIONAL SKILLS

- Coordinate RRDN annual plans and reports
- Plan, manage, adjust and deliver a broad range of complex and challenging objectives within allocated projects, involving multiple agencies and individuals, and a broad range of activities, to tight deadlines
- Support regional implementation plans for the delivery of national strategies
- Support the embedding of a consistent approach to inclusion throughout the RDN services
- Support new and innovative ways to increase research capacity and capability
- Support the gathering of intelligence feeding into the national system via the Strategic Development Director
- Contribute effectively to the development and implementation of strategies and systems for quality assurance, providing feedback, development and support as necessary, including supporting the delivery of RDN strategies for PPIE and NIHR Inclusion

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

- Ensure that patient, carer and public involvement is included in projects and that the contribution it makes is recorded and reported

POLICY/SERVICE IMPROVEMENT & DEVELOPMENT

- Work with the Corporate Services Manager to prioritise performance improvement projects and deliver a portfolio of projects which actively contribute to service improvement activities for the project management function and more widely

CONTINUOUS IMPROVEMENT

- Actively contribute to continuous improvement activities and sharing learning

INFORMATION & ADMINISTRATION RESOURCES

- Provide support for the design and maintenance of stakeholder mapping intelligence
- Oversee the planning and organisation of the delivery and performance of the projects to agreed (tight) timescales
- Planning that includes task identification, duration, resource requirement and determination of critical path to determine the projects

LIFE SCIENCES INDUSTRY

- Support projects to maximise opportunities to build relationships with the Life Sciences Industry in new and innovative ways to increase research capacity and capability through stakeholder engagement and horizon scanning

PHYSICAL SKILLS

- Keyboard skills, use of IT equipment, including equipment used for delivering presentations.

PHYSICAL EFFORT

- There is a frequent requirement for sitting in a restricted position (i.e. at a workstation) for long periods during each day
- Transporting promotional stands and materials to events

MENTAL EFFORT

- Occasional prolonged periods of intensive concentration are required which may be subject to interruptions that will often require immediate action from the post holder

EMOTIONAL EFFORT

- There is exposure to challenging and potentially distressing or emotional circumstances e.g. meetings where sensitive issues are discussed and potentially diverse views

WORKING CONDITIONS

- The postholder will occasionally be required to attend meetings and events outside regular office hours

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.

- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Strategy Project Facilitator
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Degree level education and/or equivalent level of project management qualification or relevant experience Project management qualification Background in research and development, science or healthcare	E	D D
KNOWLEDGE/SKILLS Good understanding of the health and care research environment Excellent organisational skills Excellent verbal and written communication skills Excellent interpersonal skills	E E E	D
EXPERIENCE Experience of managing a wide range of complex duties Experience of working with communities and the public Demonstrable experience in a large, complex organisation Experience of inter-agency working involving multiple and diverse partners Proven experience of working successfully as part of several teams Experience of working in a customer-focused service	E E E E	D D
PERSONAL ATTRIBUTES Resilient and calm under pressure Compassionate Understanding of change and adaptable Politically aware	E E E E	
OTHER REQUIREMENTS Ability to interpret and present complex information Ability to act as a champion for research inclusion throughout the RDN system Ability to produce written reports and data analyses with excellent attention to detail Ability to prepare and deliver presentations to a high standard Ability to work to tight deadlines under pressure Ability to support planning, management and delivery projects and activities, involving multiple agencies and individuals to tight deadlines Ability to manage challenging and stressful situations Strong problem solving skills Ability to work autonomously and to exercise initiative, with creativity, drive and flexibility	E E E E E E E E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y		X		
Driving	Y		X		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			X	
Mental Effort	Y				X
Emotional Effort	Y	X			
Working in isolation	Y	X			
Challenging behaviour	Y		X		