

JOB DESCRIPTION

JOB DETAILS	
Job Title	Agile Research Delivery Team Senior (Clinical) Manager
Reports to	Head of Research Delivery & Support for Wider Care Settings
Band	NHS Agenda for Change Band 8a
Department/Directorate	Research & Development
Base:	(Cornwall Plymouth Exeter or Somerset)

JOB PURPOSE
<p>The role will have overall management and accountability for the Agile Research Delivery Team in a Regional Research Delivery Network (RRDN) region. The post holder will provide senior leadership representing the regional Agile Research Delivery Team as required. This role will contribute to and where required, lead on strategic programmes associated with the Agile Research Delivery Team both regionally and nationally. The post holder will have oversight of the regional Agile Research Delivery Team establishment and maintain budgetary oversight. As Senior Manager, the post holder will be responsible for providing a consistent Agile Research Delivery Service, with a focus on the health and care issues of the population within the region. The postholder will have line management responsibility for the Agile Research Delivery Team Manager(s) and be responsible for professional accountability if appropriate. This role will include (but not limited to) delegation, supervision, provision of education and support, appraisal.</p> <p>The role will work alongside different professions from multiple organisations involved in health and care research and will be an integral part of the Agile Research Delivery Team which sits within the RRDN core team. The post holder will be accountable to the RRDN Director and report to the RRDN Head of Research Delivery & Support for Wider Care Settings. The post holder will play a key role in providing expert strategic leadership to ensure the Agile Research Delivery Team is optimally deployed to deliver research activities across multiple settings.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The NIHR RRDNs have three key roles.</p> <ul style="list-style-type: none"> First, 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. Second, to enable the strategic development of new and more effective research delivery capability and capacity. This includes bringing research to under-served regions and communities with major health and care needs. Third, to work jointly with the Coordinating Centre in the strategic oversight of the NIHR RDN. This ensures that the Portfolio is maintained as a cohort of high-quality, fully-funded, viable and deliverable studies. It also ensures that the NIHR RDN as a whole serves the needs of researchers and R&D teams and is responsive to the changing domestic and global environment for health and care, life sciences and health research. <p>NIHR RRDNs 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 help to 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 national Coordinating Centre to support health and care research for the benefit of patients, the health and care system and the economy as a whole.</p>

KEY WORKING RELATIONSHIPS

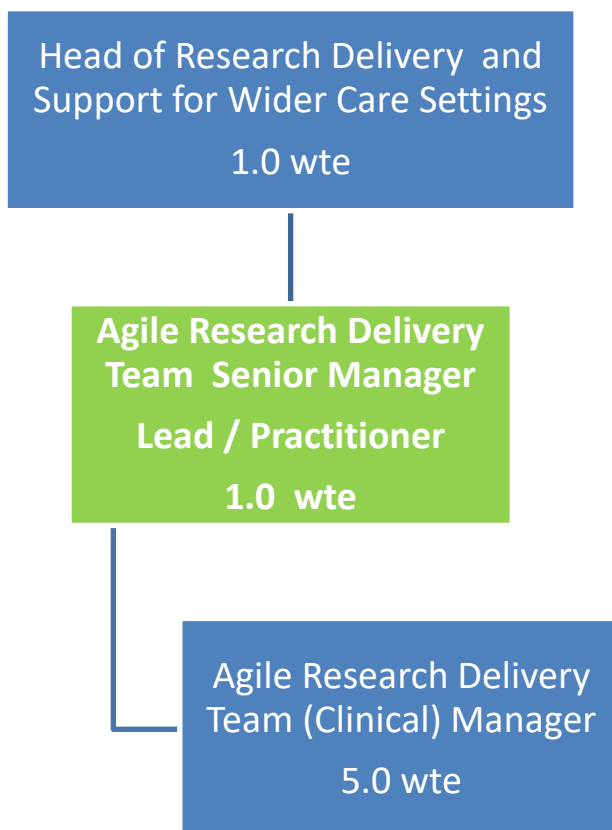
Areas of Responsibility: The post holder will be the senior leader providing overall management and accountability for the regional Agile Research Delivery Team

No. of Staff reporting to this role: 5

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none">• RRDN Stakeholder Engagement & Inclusion Team• RRDN Study Support Service• RRDN Agile Research Delivery Team• RRDN Specialty and Settings Leadership• RRDN Head of Research Delivery & Support in Out of Hospital settings• RRDN Workforce and People Team	<ul style="list-style-type: none">• Higher Education institutions (HEI) (early career researchers workforce)• Public, service users and carers• Funders of Social Care Research• Regulators• RDN Coordinating Teams (TBD)• Staff in Delivery Organisations, health and care specialities and settings• Researchers (Chief Investigators, Principal Investigators, study teams, Sponsors)• Life Sciences Industry

ORGANISATIONAL CHART



FREEDOM TO ACT

- Strategic development and leadership of the Agile Research Delivery Service alongside senior leadership post holders in the RRDN
- Strategic understanding of the health and care needs of the regional population with the ability to proactively identify and work with underserved populations who do not currently access either healthcare or health and care research
- Contributor to and leader of national initiative underpinning the continued development of the RDN and specifically the Agile Research Delivery Service

COMMUNICATION/RELATIONSHIP SKILLS

STAKEHOLDER MANAGEMENT (NHS AND NON NHS)

- The post holder must demonstrate excellent communication and negotiation skills, be an effective people manager and have highly developed interpersonal skills to enable influencing and change management across a range of stakeholder organisations.
Identify, establish and maintain working relationships with the relevant stakeholders and partners, communicating relevant information relating to the Agile Research Delivery Service
- Provide and receive highly complex, sensitive or contentious information and have the ability to communicate this challenging information both orally and in writing, both internally to colleagues and externally to a range of audiences.
- Providing customer focused expertise and experience to enhance research delivery Providing customer focused expertise and experience to enhance research delivery.
- Working with RRDN Stakeholder and Engagement colleagues, lead on building visible relationships with research naive sites and settings, enabling reach and facilitating equity of access.
- Communicate with internal staff and a range of stakeholders to ensure compliance with strategic objectives. Involves negotiation and diplomacy

- The post holder will have excellent communication skills and have the ability to impart information accurately and at pace
- Through values and behaviours, embed a consistent approach to Agile Research Delivery throughout the RDN services.
- Seek and lead on new and innovative ways to increase research capacity and capability via the Agile Research Delivery Service.
- Support and advocate for the delivery of RDN strategies for Agile Research Delivery Service.
- Where required, provide strategic expertise and consultancy for Agile Research Delivery as part of the RDN.
- Contributes effectively to the development and implementation of strategies and systems for quality assurance, to include providing feedback, development and support as necessary.
- Provide strategic overview of the local infrastructure required to support the NIHR portfolio and to identify and address local blocks to successful delivery.
- Motivate and inspire teams by being a visible leader and acting as a role model for others.
- Act as an ambassador for the RDN.
- The role will identify and guide emerging capacity opportunities and existing research governance arrangements of new sites and settings, liaising with the Study Support Service and Wider Care Settings team to ensure appropriate support and training is provided.

ANALYTICAL/JUDGEMENTAL SKILLS

- The post holder will be the senior leader providing overall management and accountability for the regional Agile Research Delivery Team
- Responsible for providing a consistent Agile Research Delivery Service
- Actively engage with and advise on opportunities for enhanced delivery of the NIHR Portfolio, ensuring equity of access to research across settings, specialties and communities.
- Using NIHR RDN tools and functions, providing regular agile research delivery performance updates for the relevant senior leadership groups within the RRDN geography.
- Respond to and lead on all performance and delivery related issues associated with the Agile Research Delivery Team

LIFE SCIENCES INDUSTRY

- Provide leadership and management of the Agile Research Delivery Team regional contribution to studies of national importance including those that are part of the Active National Delivery Service.
- Actively support the Life Sciences Industry team, Study Support Service and Wider Care Settings team in identifying new sites and those with increased capacity to deliver research in the region.
- Provide expert knowledge in the delivery of health and social care research to the Life Sciences Industry across a range of specialties and settings
- Support the identification of delivery related barriers to participation in research and develop strategies with relevant stakeholders and customers to overcome these barriers and increase trial participation.
- Support RRDN senior leadership to drive forward the NIHR RDN Industry strategy within the RRDN to align with national objectives and local priorities
- Champion RDN Life Science Industry research and the importance and contribution of industry to NHS and social care.

OPERATIONAL MANAGEMENT

- The post holder will provide operational development and senior leadership of the Agile Research Delivery Team alongside senior leadership post holders in the RRDN. They will be the senior leader responsible for the oversight and management of the regional Agile Research Delivery Team. This includes day to day operations and strategic, forward planning in line with RDN vision and priorities
- Working closely with the RRDN team and specifically the Head of Research Delivery & Support for Wider Care Settings and Agile Research Delivery Team Manager(s), provide oversight of local feasibility assessments and reviews for studies, including identifying potential sites/investigators

that could conduct the study, assessing the available research resources including skills, facilities and equipment and provide robust recruitment goals.

- Working closely with the stakeholders and senior leaders across settings to ensure effective and efficient deployment and management of Agile Research Delivery Team staff in their respective organisations.
- In collaboration with regional and national colleagues, develop and have oversight of the implementation of a process for determining prioritisation principles/ triage system with a corresponding resource exit strategy to take into account research activity of national and local importance.
- In collaboration with regional and national colleagues, develop and have oversight of the implementation of specific RRDN criteria for accessing support from the Agile Research Delivery Team
- As part of the regional senior leadership team, determine local RRDN consideration of geographical spread of the Agile Research Delivery Team to best ensure equity of access to the service and its benefits (use of geographical hubs across an RRDN region).
- Plan, manage, adjust and deliver a broad range of complex projects, involving multiple agencies and individuals and a broad range of activities, to tight deadlines
- The post holder will be able to communicate confidently in tasks such as public speaking, influencing, relationship management, project management and will have excellent presentation skills.
- Liaise with colleagues across NIHR, analyse data and have strategic awareness of organisational priorities.
- Ensuring patient, carer and public impact on research delivery.
- In line with the NMC code of conduct, being participant focussed by acting as an advocate for research participants, duty of care and ensuring participant safety and providing a positive research experience.

PLANNING/ORGANISATIONAL SKILLS

- Lead on all Agile Research Delivery aspects of RRDN business planning and management.
- Contribute to relevant RRDN reports as required
- Seek key innovative opportunities for increasing research capacity and capability across the RDN.
- Work within Nursing and Midwifery Council (NMC), Health & Care Professions Council (HCPC) or The Academy for Healthcare Science (AHCS) Code of Professional Conduct and adhere to the organisation's policies and procedures

PATIENT/CLIENT CARE

- Act as a champion for patients, participants, carers and the public, ensuring that their interests are meaningfully incorporated into the development and delivery of the RDN and RRDN.
- Working alongside the Research Engagement & Inclusion Senior Manager to ensure all patient, carer and public involvement and engagement activities of the RRDN are of the highest professional standard.
- Supporting the embedding of patient, carer and public involvement within the RRDN at all appropriate levels of decision making.
- Engage a broad group of stakeholders in the strategic planning of regional Agile Research Delivery Service based on the prioritisation of participant need and site-level feedback.

POLICY/SERVICE DEVELOPMENT

- Active engagement in continuous improvement across the RRDN and promoting feedback into the system in real time
- The post holder will be expected to lead on and contribute to local and national policy development in relation to the Agile Research Delivery Service. They will be the senior leader responsible for consistent implementation of relevant policy
- Responsible for policy implementation and development, working across multiple organisations within the regional RRDN
- Ensure compliance with the corporate policies of the NIHR and the Host Organisation

- The Agile Research Delivery Senior Manager will work with RRDN colleagues to ensure a consistent approach to ensuring staff members have the opportunity to access and undertake relevant learning and development opportunities
- Contribute to the implementation of strategies and systems for quality assurance, to include providing feedback, development and support as necessary.
- Provide a level of expertise and knowledge of current legislation regarding participation in research including Good Clinical Practice, Research Governance and Data Protection. This will include knowledge of the governance and legislative framework for conducting clinical research studies, including the UK Policy Framework for Health and Care Research, UK Clinical Trials Regulations.
- Use innovative models of research delivery and digital tools to support associated work programmes
- Support education events to ensure staff receive appropriate training to support research delivery.
- As a leader, act as a conduit for sharing best practice for all aspects of research delivery across research teams within the RDN.
- 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.
- Contribute to national training programmes, led by the NIHR RDN Coordinating Centre as required

FINANCIAL/PHYSICAL RESOURCES

- Contribute to Annual Financial Planning and allocation for the regional Agile Research Delivery Team. This will include budget setting for the regional team
- Provide management overview and take responsibility for the Agile Research Delivery Team budget providing intelligence to the Budget Holder for reporting, ensuring that spend tracks to budgetary planning and allocations. Timely identification and escalation of financial risk in the Agile Research Delivery Team budget.
- Proactively manage and review resource allocation, identifying areas of potential cost savings.
- The post holder will have procurement responsibilities for the team ensuring that any research delivery equipment is ordered and maintained in accordance with Host policy.

HUMAN RESOURCES

- The Agile Research Delivery Team Senior Manager will provide all line management duties and performance related activities for those posts listed as direct reports, with adherence to host policies and procedures. This 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. The post holder will ensure the same review processes take place for all staff within the defined function via appropriate line management arrangements and that skills and capabilities exist to meet current and future business needs..
- The post holder will be responsible for the recruitment and establishment of the regional Agile Research Delivery Team.
- Have oversight of contractual arrangements for research delivery staff deployed across NHS and wider health and care settings, establishing appropriate channels for maintaining professional accountability.
- Supporting the team to maintain clinical standards and the team member's individual personal professional development

INFORMATION RESOURCES

- The post holder must be familiar with RRDN IT infrastructure.
- Undertake presentations to staff and stakeholder groups that may convey highly contentious information

RESEARCH AND DEVELOPMENT

From October 2024, the NIHR Clinical Research Network became the NIHR Research Delivery Network (RDN). The RDN continues to support 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, with a name that better reflects the scope and purpose of the network 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 is supported through 12 NIHR Regional Research Delivery Networks (RRDNs). These work with the national Coordinating Centre 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. Royal Devon University Healthcare NHS Foundation Trust is the Host Organisation for the South West Peninsula RRDN region.

PHYSICAL SKILLS

Location/Mobility

Staff are required to undertake work and alternative duties as reasonably directed at variable locations. You may be required to work at or from any additional locations as determined by the employing organisation. You will be required to travel between premises within the RRDN for the performance of your duties.

Requirement to travel around a RRDN geographical area on a frequent basis. National travel may be required on occasion

Health and Safety

All staff have a duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

Staff must comply with the employing organisation's policies regarding lone workers.

PHYSICAL EFFORT

There is a frequent requirement for light physical effort for several short periods during a shift.

MENTAL EFFORT

There is frequent requirement for concentration where the work pattern is unpredictable

EMOTIONAL EFFORT

Occasional exposure to distressing or emotional circumstances

WORKING CONDITIONS

Frequent requirement to travel both regionally and nationally

Working Pattern

Staff may be required to work a variety of shifts, including evenings and weekends, if appropriate to the post and it is a condition of your employment that you work such additional or different hours (including working shifts) as may be deemed necessary to perform your role satisfactorily to meet the needs of the RRDN service

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.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder. The post holder might be required to work across the RRDN region at any time throughout the duration of their contract, which may entail travel and working at different settings, and outside normal working hours including evenings and weekends in line with service demands.

PERSON SPECIFICATION

Job Title	Agile Research Delivery Team Senior Manager
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Postgraduate qualification (MSc or equivalent) in a science or health related discipline or in another field with experience of research trials or equivalent relevant experience/training. Evidence of ongoing professional development Professional registration	E E E	D
KNOWLEDGE/SKILLS Exceptional Leadership skills and significant experience of line management of staff, including appraisals, in a health or care setting. Specialist knowledge of RDN portfolio eligibility (including terms and conditions) and of cost attribution (ACoRD, SoECATs, NCVR) across wider care settings Significant knowledge of the governance and legislative framework for conducting clinical research studies, including the UK Policy Framework for Health and Care Research, UK Clinical Trials Regulations. Good IT skills, particularly in the use of Web applications, MS Office and/or Google Hub applications Excellent planning and organisational skills. Excellent interpersonal and communication skills. Understanding of personal accountability.	E E E E E E E	
EXPERIENCE Experience of change management and supporting staff through organisational transformation Experience of setting and managing budgets Significant knowledge and experience of the clinical trial and health and care research lifecycle including experience of the set up of clinical research studies in a health and care setting. Experience of the care of patients/participants enrolled in research studies.	E E E E	D
PERSONAL ATTRIBUTES A confident and experienced leader and manager in a health care setting. An excellent communicator with the ability to deal with and communicate complex information.	E E	

Team player	E	
Adaptable/flexible approach to work	E	
Integrity	E	
Organised with good attention to detail	E	
Ability to work calmly, effectively and independently under pressure	E	
Desire to maintain competence level through continuous learning	E	
OTHER REQUIREMENTS		
Ability to travel for work	E	
Current driving licence		D

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y	X			
Contact with patients	Y	X			
Exposure Prone Procedures	Y	X			
Blood/body fluids	Y	X			
Laboratory specimens	Y	X			
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				
Risks requiring Other Health Surveillance					
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		