



**Royal Devon
University Healthcare**
NHS Foundation Trust

“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”

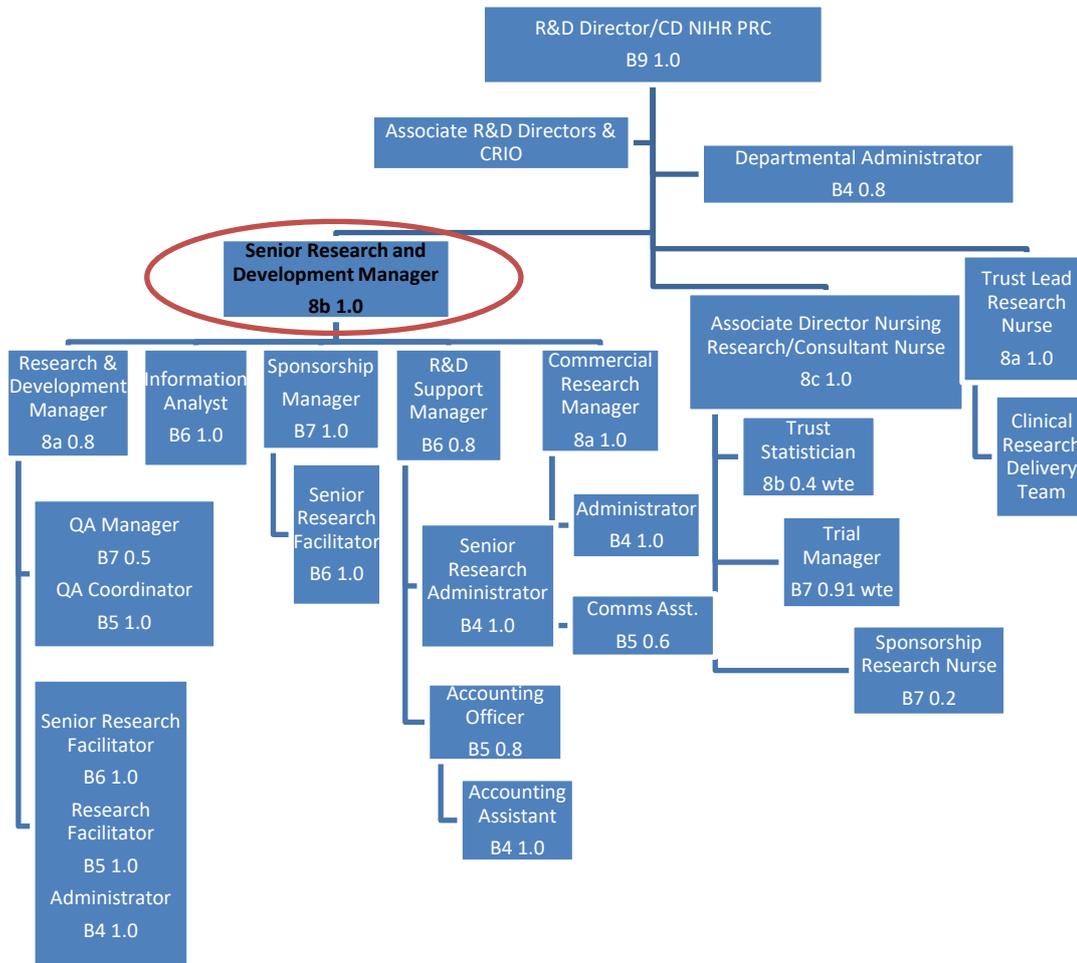
JOB DETAILS	
Job Title	Senior Research and Development Manager
Reports to	Research and Development Director
Band	8b
Department/Directorate	Research and Development

JOB PURPOSE
<p>The Senior Research and Development Manager will provide expert leadership, management and operational oversight to the Trusts R&D function. The post holder will ensure that systems and processes are in place to deliver high quality research that meets legislative guidance and governance regulation. The post holder has responsibility for operational research delivery ensuring systems and processes are in place to meet performance targets, compiling business plans and reports and providing R&D budgetary management. The post holder will have managerial responsibilities for the Research and Development Professional Services Team.</p> <p>Working closely with the R&D Director the post holder will support the development and delivering of the Trusts research strategy, delivery service and expansion of the research portfolio across clinical specialities. The post holder will ensure delivery of a high quality, customer focused service and support the research team to strengthen the research culture across the Trust. The post holder will liaise closely with key external stakeholders to support the Trusts research strategy including the National Institute for Health Research (NIHR) Infrastructure and the University of Exeter.</p>

KEY WORKING RELATIONSHIPS
<p>Internal to the Trust</p> <ul style="list-style-type: none"> Director of Research & Development Associate Directors of Research & Development Lead Research Nurse – Clinical Trials Trust Lead Nurse for Research PRC Manager Clinical Research Facility staff Directorate Clinical Directors Directorate Research Leads Directorate Managers Support Service managers R&D Professional Services and Clinical Research delivery Staff

External to the Trust

NIHR Infrastructure staff including Local Clinical Research Network, ARC, BRC and RDS
 Research Managers for NHS providers in the LCRN area
 University of Exeter Professional Services and Academic staff

ORGANISATIONAL CHART**KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Work across the Trust undertaking a key role in supporting research development and delivery in support of the Trust's strategy in relation to research
- Deputise for the R&D Director as required
- Provide leadership and line management to the R&D professional services staff
- Work with the R&D Director to further develop governance and assurance arrangements that will support the safe delivery of research in the Trust
- Work to ensure efficiencies in research delivery performance
- Responsible for active management of the R&D budget
- Responsible for compiling and submitting internal and external annual plans, reports and financial returns

<ul style="list-style-type: none"> • Ensure digital solutions are employed in support of research management and delivery
COMMUNICATION/RELATIONSHIP SKILLS
<ul style="list-style-type: none"> • Communicates with internal staff to ensure compliance with performance targets • Communicates with internal staff and external agencies to ensure compliance with performance targets and strategic objectives • Undertake presentations to staff groups including governance and oversight groups • Establish effective communication channels to ensure all staff in the department are aware of the aims and business of the department and Trust. • Create an environment which allows open communication at all levels amongst all staff. • Develop effective channels of communication and working relationships with R&D Managers of organisations outside the Trust, e.g. other local acute Trusts, HEIs, Networks and Life Sciences partners. • Take a lead role when required in communicating complex, sensitive or contentious issues.
ANALYTICAL/JUDGEMENTAL SKILLS
<ul style="list-style-type: none"> • Reviews highly complex facts or situations interpreting information and comparing this across a range of options to develop strategies and business plans • Analyses performance of R&D activity ensuring performance targets and strategic objectives are achieved • Makes operational judgements managing conflicting views and reconciles inter and intra professional differences of opinion.
PLANNING/ORGANISATIONAL SKILLS
<ul style="list-style-type: none"> • Ensure services and initiatives are delivered on time, to quality standards and in a cost-effective manner, adjusting plans as required • Support the delivery of research projects within agreed timeframes • Determine the strategic planning of Department or Directorate projects, identifying interdependencies across projects/functions, and the potential impacts on the wider organisation, resource requirements and building in contingency and adjustments as necessary • Determine the development of performance and governance strategies and the development and implementation of improvement programmes, in accordance with priorities. • Determine short, medium and long-term business plans, achieving quality outcomes.
PHYSICAL SKILLS
<ul style="list-style-type: none"> • Keyboard skills and use of IT equipment
PATIENT/CLIENT CARE
<ul style="list-style-type: none"> • Ensure researchers are supported to incorporate appropriate EDI and Patient and Public involvement and engagement in the design and delivery of their research • Ensure appropriate Patient and Public involvement and engagement in the delivery of the Trusts research portfolio • Ensure appropriate Patient and Public involvement and engagement in the governance and assurance groups which support R&D in the Trust
POLICY/SERVICE DEVELOPMENT
<ul style="list-style-type: none"> • Responsible for maintaining the R&D policy and maintaining and developing Standard Operating Procedures and work instructions for the Trusts R&D activity • Ensure systems and processes are in place to support compliance with corporate policies • Maintain up to date knowledge of research related guidelines and legislation and develop policies to ensure compliance • Leads service development and workforce planning in conjunction with the Programme Director, OPD Service Managers and service users • Receive and interpret EU and UK legislation and guidance concerning research governance in the local context

FINANCIAL/PHYSICAL RESOURCES

- Responsible for the active management of the R&D budget ensuring the available budget is provided to the appropriate staff resources and for ensuring that the budget breaks even, co-ordinating and monitoring expenditure
- Ensure that the full costs associated with all commercially sponsored research activity and non-commercial allowable research costs are recovered
- Responsible for supporting the procurement of services to support research delivery, acting in accordance with Standing Orders and Standing Financial Instruction
- Responsible for providing financial returns to external partners and to the Trusts internal groups and committees
- Constantly strive for value for money and greater efficiency in the use of budgets, and to ensure that they operate in recurrent financial balance year on year

HUMAN RESOURCES

- Provide Line Management for the R&D Professional Services Team including appraisals, professional development of staff, recruitment and where necessary employee relations matters
- Provide supportive and visible leadership to staff and others across the organisation as a senior manager and leader by acting as a role model for others
- Represent the Trust in an expert role regarding clinical research in external situations at regional and national conferences and meetings
- Ensure that staff can access appropriate professional supervision where required
- Develop, manage and deliver education and training programmes to meet research governance requirements
- Contribute to the development of research staff in the South West Region via the LCRN R&D Managers Forum.

INFORMATION RESOURCES

- Utilise the web based Local Portfolio Management System 'EDGE' and the NIHR Hub to store data and other information
- Use EDGE and the NIHR Open Data Platform to develop reports, inform business planning and contribute to service improvement
- Provide templates to R&D teams to capture qualitative and quantitative data and report on activity supporting others to utilise EDGE and the NIHR ODP
- Responsible for ensuring the R&D professional services team use the web-based research portfolio performance management 'EDGE' to effectively manage and deliver the Trusts research including developing the system to maximise its potential to support activity
- Use data systems to capture and highlight exceptions and risks ensuring mitigating action is taken. Analyse, interpret and present data to highlight issues, risks and support decision making

RESEARCH AND DEVELOPMENT

- Use analytical techniques appropriately to improve decision making in support of the Trusts core research objectives
- Ensure the systems and processes in the Trust which support the delivery of the Trusts research activity remain current and are operationally fit for purpose
- Lead preparations and visits for external regulatory and other inspections of the Trusts research activity
- Support the Trusts researchers to deliver sponsored and hosted research studies within the Trust providing expert advice and guidance
- Lead on the operational delivery of the Trusts Joint Research Office service with the University of Exeter
- Remain up to date with developments in research delivery and support the implementation of novel delivery methods in the Trust

<p>FREEDOM TO ACT</p> <ul style="list-style-type: none"> • The post holder will work closely with the Research and Development Director and the Lead Research Nurse for Clinical Trials. They will lead the professional services aspects of the R&D services but they will be strategically guided by the R&D Director • The Post holder will take responsibility for directorate wide and Trust wide R&D projects. The Post holder will deputise for the R&D Director • The Post holder is responsible for the interpretation of national policy in relation to R&D and establishes Trust standards
<p>PHYSICAL EFFORT</p> <ul style="list-style-type: none"> • This role requires light physical effort for short periods
<p>MENTAL EFFORT</p> <ul style="list-style-type: none"> • Frequent concentration; work pattern unpredictable Concentration required for investigating problems, analysis of performance data and policies, interruptions requiring immediate response
<p>EMOTIONAL EFFORT</p> <ul style="list-style-type: none"> • Occasional/ frequent distressing or emotional circumstances Imparting unwelcome news e.g. where performance targets not met
<p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • Exposure to unpleasant conditions is rare • Office conditions
<p>OTHER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To take part in regular performance appraisal. • To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling • To contribute to and work within a safe working environment • The post holder is 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.
<p>APPLICABLE TO MANAGERS ONLY</p> <ul style="list-style-type: none"> • Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need. • All managers hold the responsibility of the health and safety and wellbeing of their staff.
<p>THE TRUST- VISION AND VALUES</p> <p>Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:</p> <p>Honesty, Openness & Integrity Fairness, Inclusion & Collaboration Respect & Dignity</p> <p>We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.</p> <p>We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.</p>

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

POST	Senior Research and Development Manager
BAND	8b

Requirements	Essential	Desirable
<p>QUALIFICATION/ SPECIAL TRAINING</p> <p>Educated to degree level</p> <p>Master's degree, or equivalent management experience</p> <p>Management qualification or equivalent (for example, commenced formal study with known timeline)</p> <p>Evidence of continuing professional development</p> <p>Registered Healthcare Professional Qualification</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p>
<p>KNOWLEDGE/SKILLS</p> <p>Highly developed operational leadership skills</p> <p>Ability to quickly establish effective working relationships and develop strong team working</p> <p>Well-developed interpersonal and facilitation skills, with ability to gain and maintain credibility with senior clinicians</p> <p>Highly effective presentation skills and the ability to present well-reasoned and structured argument orally and in writing</p> <p>Highly developed analytical skills</p> <p>Proficiency in the use of ICT applications to support efficient work activity, including the analysis, interpretation and presentation of complex data</p> <p>Ability to manage priorities in order to meet specific deadlines</p> <p>Ability to hold direct and non-direct reports to account</p> <p>Detailed knowledge of Clinical or Research Quality and Safety methodologies</p> <p>Detailed knowledge of Clinical or Research and Corporate Governance frameworks, legislation and best practice</p> <p>Detailed knowledge and understanding of Research or Clinical and Corporate governance and risk management systems and processes.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p>
<p>EXPERIENCE</p> <p>Experience at a senior management level</p> <p>Experience of working with senior clinical professionals</p> <p>Proven successful track record in:</p> <p>I. supporting and sustaining transformational change within a complex organisation;</p> <p>II. translating business strategy into operational delivery</p> <p>III. financial management</p> <p>IV. leading and performance-managing teams and individuals</p> <p>Experience gained at Operational management level within the Health Service or Research sector</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>PERSONAL ATTRIBUTES</p> <p>Tenacity, demonstrates high levels of self-belief, drive, enthusiasm and stamina to achieve goals and see things through</p> <p>Ability to motivate, inspire and provide innovative solutions</p> <p>Excellent judgement</p> <p>Ability to achieve consistently good results in an inclusive and collaborative manner</p> <p>Ability to work effectively in a complex and changing environment</p> <p>Ability to work under pressure to demanding timetables</p> <p>Understands the need to deliver short-term priorities and achieve long-term goals (sense of balance)</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

Displays innovative and lateral thinking Prepared to work totally flexibly High degree of self-awareness Ability to maintain confidence, at all times Intellectual flexibility that enables the reasoned assessment of a situation and the ability to draw pragmatic conclusions Ability to 'broad scan' to keep abreast of developments in the Health and Research sector Ability to deal with confidential issues in a professional and sensitive manner	E E E E E E E	
OTHER REQUIRMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required.	E E	

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