



1 Advertisement

Post Title: JCRO Senior Manager

School/department: Brighton and Sussex Medical School / JCRO

Hours: part time hours considered up to a maximum of 0.8 FTE / 30 hours

Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 8931

Salary: starting at £42,149 to £50,296 per annum, pro rata

Placed on: 06 September 2022

Closing date: 23 September 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: TBC

This job is only available to those working at the University of Brighton or the University of Sussex

- An exciting opportunity has arisen to work within the Brighton and Sussex Joint Clinical Research Office (JCRO) as Senior Manager who has responsibility for the day-to-day management of the office, managing a small team of staff to support clinical academics to develop, set up and deliver their grants/studies.
- The post holder will have experience of NHS/HEI research environments with a good understanding and knowledge of NHS Research Governance and delivery aspects.
- The post holder will be a strong manager with a flexible approach who is keen to develop and support staff.
- The successful applicant will have strong communication skills and experience of working across multiple organisations and partners.

Please contact Nicky Perry (N.Perry@bsms.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

www.brighton.ac.uk/jobs www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at [Brighton and Sussex Joint Clinical Research Office - BSMS](#)

3. Job Description

Job Title:	JCRO Senior Manager
Grade:	Grade 8
School/Division:	JCRO/R&E
Location:	Falmer House
Responsible to:	Head of JCRO
Direct reports:	JCRO Research Managers/ Administrator
Key contacts:	R&E Managers, Trust R&D Managers
Role description:	Operational responsibility for the day-to-day running of the Joint Clinical Research Office (JCRO) overseeing grant applications which involve the NHS and seeing projects from award through to completion (includes set up, governance, contracting and finance). Working closely with organisational partners and stakeholders.

PRINCIPAL ACCOUNTABILITIES

1. Lead, manage, promote and maintain high quality a Professional Services department, engendering a culture of continuous improvement.
2. Ensure the delivery of outputs of the department.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service.
5. Lead for joint clinical research support - responsible for building opportunity for joint working and building advantages through shared initiatives, and the management and delivery of research programmes

KEY RESPONSIBILITIES

1. Departmental Management and Leadership

- 1.1 Provide management and leadership to motivate the department to achieve targets and objectives
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the department
- 1.3 Ensure departmental understanding and application of operational standards are embedded in the departmental culture and methods of working
- 1.4 Support the development of others, providing training and coaching in area of expertise
- 1.5 Foster an ethos of continuous improvement

2. Service Delivery

- 2.1 Working within overall university policy and procedure, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of departmental targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Contribute the development of departmental/functional strategic planning process
- 2.4 Ensure the delivery of improvements to systems and procedures to maintain effective service delivery within area of responsibility.
- 2.5 Ensure appropriate records and documentation are maintained commensurate with policy and procedure.
- 2.6 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex information to inform decisions related to subject area
- 2.7 Identify critical issues when resolving problems particularly where there is complex or competing information and use university policy and objectives to make decisions.

3. Policy and Procedure

- 3.1 Based on a broad and deep set of knowledge and experience, interpret policy and procedure, providing advice on the application of policy as required.
- 3.2 Contribute to the shaping of policy decisions and improvement in area of expertise.
- 3.3 Ensure appropriate governance is in place for area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, initiate and develop relationships, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.
- 4.2 Persuade, influence and negotiate as appropriate to further the objectives of the University

5. NHS R&D

- 5.1 Operationalise new R&D joint initiatives as required
- 5.2 Work with Head of JCRO to develop research strategy and working in partnership with partners and stakeholders

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 4 staff
- Manage a budget of £500k
- No responsibility for equipment/premises.
- Responsible for the achievement of JCRO target(s) and KPIS as agreed by HRP Board

- The post holder reports to the Head of the JCRO, working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).]
2. A detailed applied and theoretical knowledge and understanding of specialist area (NHS R&D Management and Governance).
3. Effective management skills
4. Well developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.
5. Planning and organisational skills, including project management, with the ability to delegate to team members where appropriate.

6. Well developed interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Commitment to customer excellence
9. Effective IT Skills on MS platform.
10. Previous R&D Management/ Joint R&D Office experience

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience in the development and delivery of research systems and processes R&D Management and Governance knowledge and experience
2. Full understanding of clinical trial processes and legal requirements
3. Knowledge and understanding of legislation affecting research in the NHS including HTA, DPA, MCA.
4. Knowledge of funding environment for NHS research
5. Experience of working in a Senior R&D Leadership role with advance practical understanding of research delivery in the NHS

DESIRABLE CRITERIA

6. Knowledge of the Higher Education sector.
7. Experience of facilitating and managing change in a complex organisational environment
8. Experience of leading and managing staff in a complex organisational environment