



1 Advertisement

Post Title: Head of Health Research Partnership/Joint Clinical Research Office

School/department: Brighton and Sussex Medical School

Hours: full time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 8991

Salary: Starting at £53,535 to £61,823 per annum, pro rata if part time

Placed on: 22 July 2022

Closing date: 15 September 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: TBC

- An exciting opportunity has arisen to lead the health research infrastructure across Brighton & Sussex Medical School (BSMS) and its partners as Head of the Health Research Partnership (HRP)/ Joint Clinical Research Office (JCRO). The post holder will provide operational leadership across several aspects of health research infrastructure including the Health Research Partnerships and Joint Clinical Research Office working closely with the Academic Director for HRP and Director of the Brighton & Sussex Clinical Trials Unit (BSCTU).
- The postholder will have working knowledge and experience of managing research governance and delivery across NHS settings and Universities as well as understanding the funding environment, drivers and strategic opportunities within both environments.
- The HRP is a new initiative which will enhance and improve health research infrastructure between academic and clinical partners. The post holder will have experience of working at a senior level and has been involved in leadership across multiple organisations, with advanced communication skills in negotiation and change within a research environment. Experience of organisational change initiatives and working within an NHS/Academic environment would be desirable.

Please contact Martin Llewelyn (m.j.llewelyn@bsms.ac.uk) or 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:	Head of Health Research Partnership/ Joint Clinical Research Office (HRP/JCRO)
Grade:	Grade 9
School/Division:	BSMS
Location:	Falmer House, Falmer Campus
Responsible to:	Academic Director HRP
Direct reports:	Senior Manager JCRO, ARC Assistant Project Manager, HRP Co-ordinator
Key contacts:	Trust R&D Directors, R&E Management, Dean of BSMS
Role description:	Provide operational leadership across several aspects of health research infrastructure including the Health Research Partnerships, Joint Clinical Research Office and NIHR Applied Research Collaboration within BSMS/UoS. Work strategically with all partners to seize opportunities for growth and potential for efficiencies across the shared research environment.

PRINCIPAL ACCOUNTABILITIES

1. Provide leadership to a number of teams (JCRO, ARC Sussex, HRP), promote and maintain high quality a Professional Services department, engendering a culture of continuous improvement.
2. Responsible for setting the standards of delivery in areas of responsibility and ensuring appropriate resources are available.
3. Set direction and vision for departments (and overarching HRP) ensuring resulting policies are in alignment with strategic objectives. Establish and monitor against KPIs set for JCRO, HRP and ARC (Sussex) - work with academics and partners to drive departments to successfully achieve local, regional and national targets.

4. Work in partnership with other internal and external stakeholders (local NHS Trusts, NIHR partners and commercial partners) to ensure strategic alignment of service
5. Develop a culture of research management support that is joined up and collegiate across partner organisations. Be the lead for research infrastructure support, providing advice and specialist input into research governance, management and support services spanning the partners of the Health Research Partnership.
6. Establish and maintain a financial oversight of health research resource and infrastructure, having responsibility for infrastructure awards monitoring and reporting. Develop and maintain a financial suitability model for the various components of health research infrastructure including JCRO, HRP, PSRP and ARC (Sussex)

KEY RESPONSIBILITIES

1. Departmental Leadership

- 1.1 Provide leadership across a number of teams, setting standards of service, targets and objectives
- 1.2 Ensure the appropriate allocation of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the department
- 1.3 Set departmental the direction and vision ensuring service and departmental culture are in strategic alignment with the institution.
- 1.4 Support the development of others, providing leadership 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 Development of departmental/functional strategic plans
- 2.3 Ensure effective service delivery within area of responsibility.
- 2.4 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex and conflicting information to inform decisions related to subject area
- 2.5 Identify critical issues when resolving problems particularly where there is complex or competing information and use university strategy and objectives to make decisions.

3. Strategy and Planning

- 3.1 Based on a broad and deep set of knowledge and experience, set strategic direction in areas of responsibility.
- 3.2 Shape policy development and provide guidance on strategic agenda
- 3.3 Ensure appropriate governance is in place for area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively engage with internal and external stakeholders, colleagues or students to ensure the effective delivery of strategic objectives, initiate and develop relationships, providing analysis of 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. Research Infrastructure growth and initiatives

5.1 Lead on developing an application for a local Academic Health Science Centre alongside the Academic Director for HRP

5.2 Establish financial, governance, monitoring and reporting structures for proposal and initiate these into existing structure for HRP

5.3 Lead on collaborative, multi partner initiatives or new infrastructure funding awards to enable the growth of the HRP and wider infrastructure

5.3 Explore mechanisms for growth of JCRO and other infrastructure via partnership working and agreements

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 9 staff
- Manage a budget of £1m
- Responsible for the achievement of JCRO/HRP/ARC Sussex KPI(s) agreed by HRP Board
- The post holder reports to the Academic Director HRP, but enjoys a defined level of autonomy and responsibility to enable the post holder to manage their own work and that of their reporting managers to achieve their agreed objectives. The role holder also supports the senior leadership team of their Division to achieve 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 (NHS Research Governance and Management)
2. Proficiency in a specialist area, with broad and deep knowledge and understanding of field and the relationship between different fields.
3. Highly effective leadership skills with the ability to motivate others to achieve.
4. Excellent oral and written communication skills with the ability to present concepts, vision and strategy in a way that can be understood the audience.
5. Well developed planning and organisational skills, including project management with the ability to delegate to team members.
6. Excellent 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. Well developed analytical skills with the ability to generate effective solutions from concepts and vision and make effective decisions to deliver vision
8. Effective IT skills on MS platform.
9. Ability and experience of multi partner working, highly experienced working across organisations in a matrix model of line management and responsibility. Able to make decisions and influence across organisational boundaries

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. In-depth knowledge and experience in NHS R&D settings with a specialist background in research governance, R&D Leadership and Strategy and research delivery.
2. Knowledgeable in research environment across both University and NHS settings with the ability to influence and challenge across both sectors.

DESIRABLE CRITERIA

3. Knowledge of the Higher Education sector.
4. Knowledge of NHS healthcare settings and regulations
5. Knowledge and experience of change management processes and their application
6. Experience of managing a complex R&D environment
7. Experience of developing and delivering R&D strategy across multiple organisations