

### Job Description

<b>Post Title</b>	Research Programme Manager
<b>Band</b>	Band 7
<b>Directorate</b>	Research & Innovation Directorate, Greater Manchester Mental Health NHS Foundation Trust
<b>Location/Base</b>	Rawnsley Building University of Manchester / Prestwich Hospital / remote working
<b>Responsible to</b>	Senior Lecturer
<b>Accountable to</b>	Head of R&I

**Description of the Unit or Project –** (details about project/unit funding and the aim of the project).

A three-year action-oriented research programme has been funded to investigate workforce development, relational practice and underpinning theory of change to support health and criminal justice staff in prisons, hospital and community settings who are working to provide psychologically informed services to offenders with complex needs and personality difficulties.

The Research Programme will be undertaken as a collaboration between Greater Manchester Mental Health NHS Foundation Trust, the University of Manchester Health and Justice Research Network and the Offender Personality Disorder Pathway Programme. The programme will link with the newly established GMMH Forensic Research Unit.

It will examine workforce issues in the NHS HMPPS Offender Personality Disorder Pathway which aims to provide a network of psychologically informed services for a highly complex group of people who have offended, are likely to satisfy the criteria for personality disorder and who pose a high risk of harm to others or of reoffending in a harmful way.

The programme will investigate key workforce practice issues in light of theory of change and other relevant research to identify which factors are shown to have most impact on planned outcomes.

The aim is to provide timely, high-quality research products directly informed by the challenges and opportunities of creating relationships and environments in prison, hospital and community settings which engender trust and hope for men and women who have long term pervasive problems and high risk, challenging behaviours. It is anticipated that this examination of workforce development needs will contribute to support staff well-being.

**Job Summary/Purpose –** (Introduction to the role)

The post-holder will play a key role managing the workforce development research programme which is a collaboration between Greater Manchester Mental Health NHS Foundation Trust, the University of Manchester Health and Justice Research Network and the Offender Personality Disorder Pathway Programme.

This will involve liaising with, and building effective relationships with academics, criminal justice employees, clinicians, policy colleagues, people in prison, probation and community settings,

and experts by experience to design and deliver research projects throughout the lifecycle of the programme.

This includes using appropriate qualitative, quantitative and action-oriented research methods to design and refine protocols, study set up, regulatory approvals, site and progress monitoring, on-going study management, study completion and reporting. Understanding of mixed-methods research will be essential.

The post-holder will ensure that the workforce research is conducted in line with relevant health and criminal justice regulatory and governance requirements.

The post-holder will be involved in participant recruitment, data collection, data analysis, and dissemination including preparing the final study report, academic papers, and conference presentations. They will contribute to development and submission of related publications and grant applications. They will also be expected to lead on applications for further funding in this area from a range of funding bodies, for example the National Institute for Health Research, Medical Research Council etc.

The role requires a skilled research professional with substantial knowledge and experience of research in prison, probation, health, and community settings including familiarity with the regulatory and governance requirements relevant to research in criminal justice and health settings.

This is a fixed-term full-time post and subject to suitable progress, is available for a period of three years.

The post-holder will receive line management support from the Research and Innovation Directorate Greater Manchester Mental Health NHS Foundation Trust (GMMH). This includes regular line management supervision, clear objective setting for 3, 6 and 12 months and annual appraisals thereafter (depending on continued funding for the post)

### **Main Duties & Responsibilities**

<b>Heading</b>	<b>Duty/Responsibility</b>
<b>Research</b>	Submitting research grant applications for external funding from institutions such as the National Institute for Health Research.  Dissemination of research at national and international conferences.  Submission of original research articles for publication in peer reviewed journals.  Take overall responsibility for the efficient day-to-day management of the research programme.

	<p>Ensure all research procedures are developed according to Research Governance Framework, National Research Ethics Committee, Medical Research Council guidelines for Good Clinical Practice and Data Protection, including providing assurance that personal and confidential information is restricted to those entitled to know.</p> <p>Ensure recruitment of participants occurs in line with the project plan.</p> <p>Work with the Research lead, the study team, and relevant bodies, organisations and groups to ensure that the studies meet their targets.</p> <p>Establish procedures to ensure adherence to research study protocols and administrative requirements.</p> <p>Coordination of study sites throughout the life cycle of the project, including liaison with prisons, R&amp;D departments, site initiation visits, site file set up, site research assistants and site PIs.</p> <p>Development and safe keeping of research data files, ensuring that all research data are kept in line with ethical approval and governance procedures.</p> <p>Monitor any required blindness procedures and ensure appropriate action when the blind is broken.</p> <p>Monitor adverse events and ensure timely and appropriate action is taken.</p> <p>Manage the recruitment, retention, training of research assistant(RAs) across study sites alongside the site PIs who have line management responsibilities for each site RA.</p> <p>Line management responsibilities including appraisals and supervision of researchers and study administrator at coordinating site (GMMH).</p> <p>Oversee risk management of research studies.</p> <p>Produce meaningful study data in a timely manner thus enabling the study team to predict and plan any issues that warrant changes in the study protocol, funding or time.</p> <p>Act as the primary point of contact for all external and internal agencies.</p>
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	<p>Contribute to development and submission of research grant applications for external funding if relevant to the role and CPD.</p> <p>Coordinate and contribute to dissemination of study outputs e.g. seminars and presentations at local Trust sites, writing and submission of original research articles for publication in peer reviewed journals and presentations at national and international conferences.</p> <p>Coordinate the preparation and publication of data, reports and information, ensuring that these meet legislative, contractual and ethical requirements.</p> <p>Undertake such CPD activities as are required to maintain and enhance research skills necessary for the development and delivery of high-quality research.</p> <p>Receive regular supervision and management from a senior staff member in accordance with Good Practice Guidelines.</p>
<b>Policy and Service Development</b>	<p>Follow professional guidelines and standards, Trust policies, and team procedures, protocols, and guidance in completion of work tasks.</p> <p>Contribute to the development of Trust research governance activity.</p>
<b>Human Resources</b>	<p>Contribute to the induction of new team members including researchers, undergraduate placement students, volunteers, and study administrator.</p> <p>Provide research management supervision of research assistants and line management supervision to GMMH-employed staff.</p> <p>Communicate with service users, carers/relatives, healthcare professionals and other stakeholders complex and potentially emotive information regarding capacity to provide informed consent for research participation, eligibility (or ineligibility) for particular research studies</p> <p>Communicate, when appropriate, with service users, carers/relatives, and other healthcare professionals if a participant wishes to withdraw from a research study. This includes facilitating decision-making for continued participation or withdrawal and gathering feedback on reasons for withdrawal which may include complex personal circumstances/difficulties</p> <p>Coordinate, liaise and communicate with the Research Advisory Group (RAG) on a range of matters including their own wellbeing and any support required, research trial consultations such as</p>

	<p>feedback on trial documents or procedures, and research planning and dissemination.</p> <p>Contribute to the supervision and mentoring of undergraduate and postgraduate students and volunteer Research Assistants (RAs).</p>
<b>Research and Innovation</b>	<p>Use contemporary theory and research to develop and test effective treatments and service models.</p> <p>Develop and manage externally-funded large-scale clinical research projects.</p> <p>Contribute to GMMH research governance activities, including scientific appraisal of research applications.</p> <p>Contribute to the coordination of research activities within GMMH.</p> <p>Contribute to Research and Development activities of GMMH, including conducting pilot studies, experimental studies and clinical trials</p> <p>Contribute to publication of peer-reviewed scientific papers outlining results of work completed in the study.</p> <p>Disseminate research findings via seminars and conference presentations.</p> <p>Provide project management of R&amp;D activities.</p>
<b>Information Technology and Resources</b>	<p>Maintain up to date research records in line with CONSORT statement guidance.</p> <p>Undertake quality assurance checks on research database.</p> <p>Statistical and qualitative analysis of research data using relevant software/databases.</p> <p>Produce regular reports regarding trial activities against the research milestones for the trial management e.g. Research Management and Trial Steering Committees, finance updates, data monitoring and ethics committees, and external funder as required</p>
<b>Financial and Physical Resources</b>	<p>Be a responsible authorised signatory for payments as delegated e.g. for equipment, travel expenses and training. This can also include significant payments for recharges to other institutions such as Higher Education Institutions (HEI) and other NHS Trusts.</p>

	<p>Manage and monitor project spending including regular meetings with the designated GMMH Research Finance Manager, HEI, NIHR and relevant Research Finance Managers when necessary.</p> <p>Observe personal duty of care in relation to equipment and resources at work.</p> <p>Provide cover for management of petty cash float system for the department.</p> <p>Produce research project costings for the study and related grant applications and to develop payment schedules with other institutions.</p> <p>Check invoices and requisitions against payment schedules in sub-contracts with different institutions.</p>
<p><b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b></p>	<ul style="list-style-type: none"> <li>• Undertake any other reasonable duty, when requested to do so by an appropriate Trust manager subject to consultation with the CI.</li> <li>• Understand and comply with all Trust policies, procedures, protocols and guidelines.</li> <li>• Understand the Trust's Strategic Goals and how to support them.</li> <li>• Understand the need to safeguard children and vulnerable adults and adhere to all principles in effective safeguarding procedures as outlined in local Trust policies.</li> <li>• Carry out all duties and responsibilities of the post in accordance with Trust policies and principles e.g. Equal Opportunities, Equality and Diversity and Dignity in Care/Work.</li> <li>• Avoid unlawful discriminatory behaviour and actions when dealing with services users, members of the public, colleagues, and all stakeholders.</li> <li>• Access only information, whether paper, electronic, or, in another formats/media, which is authorised as part of the post-holders' duties and responsibilities.</li> <li>• Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless undertaken in the normal course of carrying out the duties of the post and with appropriate permission.</li> <li>• Maintain high standards of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date.</li> <li>• Ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other</li> </ul>

	<p>environmental concerns to the facilities department or their line manager.</p> <ul style="list-style-type: none"> <li>• Take reasonable care of the health and safety of self and other persons</li> <li>• Contribute to the control of risk and to report any incident, accident or 'near-miss' as defined by/in...</li> <li>• Protect service users, visitors and employees against the risk of acquiring healthcare associated infections.</li> <li>• Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li> </ul>
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### **Further Information for Post holder(s)**

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

#### *Health and Safety*

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

#### *Infection Control*

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control Manual.

### *Security*

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### *Confidentiality*

The post holder is required to maintain confidentiality at all times in all aspects of their work.

### *Team Briefing*

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### *No Smoking Policy*

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to smoke only in designated areas.



### **Person Specification**

<b>Post Title</b>	Research Programme Manager
<b>Band</b>	7
<b>Directorate</b>	Research & Innovation Division, Greater Manchester Mental Health NHS Foundation Trust
<b>Location/Base</b>	Rawnsley Building/Prestwich/Park House/with some remote working -
<b>Responsible to</b>	Senior Lecturer
<b>Accountable to</b>	Head of R&I
<b>Job Summary/Purpose</b>	
As above	

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>1<sup>st</sup> or 2:1 honours degree (or equivalent) in health sciences, social sciences (or related) with knowledge of the subject area</li> </ul> <p>Masters Degree in relevant subject area or equivalent experience</p>		AP/IN
<b>Experience</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should have:</p> <p>Track record of successfully managing funded research studies .</p> <p>Clear understanding of and interest in mental health or health or criminal justice services research.</p> <p>Significant experience of Research Governance and Ethics procedures.</p>	<p>Conducting multi-site research studies and trials. trials.</p> <p>Experience of conducting semi-structured interviews using appropriate schedules</p>	AP/IN

<p>Experience of establishing, monitoring and using databases in research studies.</p> <p>Relevant experience of managing and supervising research and other staff e.g. within NHS and/or Higher Education Institution (HEIs) environments.</p> <p>Experience of leading/coordinating multidisciplinary teams.</p> <p>Track record of authorship of peer-reviewed academic publications, research reports, conference abstracts and presentations.</p> <p>Coordination and accurate, timely minuting of meetings.</p> <p>Track record of supporting submission of grant applications for funding from external agencies i.e. the National Institute for Health Research</p> <p>Experience of designing, implementing and writing up research.</p>		
<b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description		
<p>Knowledge of implementing funded research studies including randomised controlled trials e.g. understanding of governance and legislative processes, blinding and unblinding procedures etc.</p> <p>Sound knowledge of research into complex mental health needs and personality disorder as they impact upon the criminal justice system</p>	<p>Full UK driving licence (subject to Disability Discrimination legislation)</p>	<p>AP/IN</p>

<p>Awareness and understanding of Research Governance Framework.</p> <p>Evidence of ability to work effectively within multidisciplinary teams</p> <p>A thorough knowledge and understanding of working in a research team e.g. appropriate, professional conduct and dealing with matters such as confidentiality.</p> <p>A sound knowledge of statistics and qualitative research methodology.</p> <p>A sound knowledge of statistical software packages e.g. NVivo, SPSS &amp; STATA.</p>		
<b>Skills and Abilities - to be able to complete the duties as laid out on the Job Description</b>		
<p>Ability to implement and successfully manage complex research studies and trials</p> <p>Ability to understand, analyse and interpret complex data and research governance information.</p> <p><b>Ability to work independently, to problem solve and be self-motivated and to manage time and trial resources appropriately.</b></p> <p>Ability to develop study and office systems to enable effective running of the trial across sites including management of risk, study resources and personnel.</p> <p>Excellent interpersonal, supervision and communication skills (verbal, written, electronic).</p> <p>Ability to work collaboratively as a team player and liaise with a variety of other personnel within health and social services.</p>	<p>Ability to effectively use social media and non-traditional approaches to engage service users, carers and the public in research.</p>	<p>AP/IN</p>

<p>Ability to interact appropriately with colleagues' service users, their carers, relatives and community members.</p> <p>Ability to organise, manage and accurately report meetings, including use of virtual communications.</p> <p>Ability to demonstrate effective negotiation and influencing skills; acting in a tactful and confident manner to achieve results.</p> <p>Ability to prepare accessible reports and information for a range of stakeholders such as service users, carers, research team members, clinical and non-colleagues, community members and partner organisations.</p> <p>Ability to access and effectively use electronic information sources, e.g. Medline, Psychinfo.</p>		
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
<p>There is a frequent requirement to travel to sites across the UK to coordinate the research programme, attend meetings and relevant events.</p>		AP/IN

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by:**

**Designation:**

**Date:**