

Research and Development Department

Job Description

Job Title:	Research Development and Delivery Manager _ Epsom and St Helier (ESTH) sites
Band	AfC 8a
Hours of Work (p/w):	37.5
Directorate	Research and Development
Base	St Helier Hospital primarily with occasional travel to Epsom hospitals and or associated Trust or group sites.
Accountable to	ESTH Associate Medical Director (AMD)- Research
Reports to	Head of Research Governance and Delivery (R&D)- StGeorges and ESTH
Responsible for	ESTH NHS R&D team

Key working relationships:

Key Working Relationships

Internal:

- Clinical and academic (research) staff
- Staff within the R&D Division
- Clinical Research Facility (CRF)
- Clinical Trials Pharmacy (CTP) / Pathology/ Radiology/ Support service depts
- Senior management within the Trust
- Administrative staff involved in supporting research

External:

- Health Research Authority/MHRA/ICO/Human Tissue Authority and any other research compliance and or enforcement agencies
- South London CRN, CRN co-coordinating centres and other NIHR structures
- St Georges Joint Research and Enterprise Services
- Other NHS organisations and Sponsor Organisations, both commercial and non-commercial
- DoHSC/NHS England/ CCG's and other healthcare organisations

Role of the Department:

This role is employed at St Georges Hospital but will provide R&D operational management and oversight for Epsom and St Helier NHS Trust .

After years of collaboration and creating closer working ties, Epsom and St Helier University Hospitals NHS Trust and St George's University Hospitals NHS Foundation Trust formed a hospital group. Jacqueline Totterdell was appointed Group Chief Executive in August 2021. Working as a hospital group allows for more joined-up decision making for the benefit of local people, a larger and more resilient clinical workforce, reduced variation in levels of care, and more access to a wider range of services for our patients. Epsom and St Helier and St Georges remain two separate trusts but with one executive team enabling us to work closer together and build on our strong foundations.

The role of the dept is to administer and facilitate Research and Development activity across both the Trust. As the R&D office for the Trust, we aim to support and facilitate research by effective and efficient financial management of research funding, and by ensuring that all research is conducted to the highest standards of governance and Good Clinical Practice. Research interests on the combined site are extremely wide-ranging, encompassing a spectrum from leading-edge fundamental investigations to applied clinical and health services research. It is the joint institutions' explicit intention to link basic and clinical research strategically in order to capitalise on their co-location

Job Summary:

The Research Development and Delivery Manager for ESTH NHS is responsible for managing and developing an effective research and development department, to facilitate, strengthen and optimise the delivery of high-quality clinical research within the trust in line with the ESTH Trust strategy. The postholder will work with others to lead on to increase the Trust's research profile, volume, and performance. The post-holder will work with individual clinicians and groups across the Trust to identify and promote research opportunities and to aid the delivery of clinical research. The post-holder will be responsible for a team within the JRES and work closely with teams from the Clinical Research Facility to optimise the performance (including generating and analysing metrics) of the research infrastructure and support services. They will work with clinical divisional managers to develop and implement research delivery strategies to meet the overarching Trust strategy. The post-holder will also be the operational link with South London CRN, with some budgetary responsibility

ESTH Trust Vision & Values:

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



St Georges NHS Trust Vision & Values: The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of: We are a thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement. We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflect these.

Main Duties/Key Results Areas: Main duties and responsibilities

Key Results Areas:

- To provide leadership and accountability for the safe, effective and efficient operational delivery of services within research.
- To develop systems to ensure research compliance of Trust wide research activity including research conducted where the Trust acts as sponsor.
- To manage and support the delivery performance standards for the Trust, including administration of performance management and monitoring, ensuring the development of systems and processes to ensure the achievement of key national and financial targets.
- Manage and lead the administrative / operational team responsible for study set up
- To develop robust and sustainable business cases working with finance and performance business partners.
- Represent the unit at relevant meetings

Promote , enhance and increase research activity

April 2024

- Raise the research profile across the Trust and Public domain, supporting and encouraging staff to participate in research
- Proactively identify research opportunities within the NIHR portfolio and with commercial partners, where the Trust might be eligible to participate, and promote these to potential investigators.
- Support research active clinicians to develop new research proposals, including providing advice about funding sources and signposting to other sources of assistance.
- Advise on feasibility aspects of studies, working with research governance colleagues.
- Work with research teams to support sustainable and cost-effective research infrastructures.
- Promote collaborative working across the Trust, regional partners and with the NIHR CRN, attending CRN South London local research meetings, developing relationships and networking with other key research colleagues within the region.
- Work closely with the Research matron to provide guidance, training and support to researchers in order to promote robust research methodology and compliance with research governance

Financial and Physical Resources

- Work closely with the AMD- Research, Head of R&D, finance team and other stakeholders to optimise the allocation of available CRN funds to different research areas, ensuring that appropriate staff resources are available, whilst monitoring expenditure against targets.
- Liaise directly with the CRN and wider NIHR to obtain and maximise R&D funding for the Trust. Be responsible for preparing CRN Annual Financial Plans and Annual Business Plans, liaising with (AMD- Research) and clinical research teams as appropriate.
- To coordinate bids to CRN for additional funding in order to increase financial capacity to develop research opportunities
- Support the development of robust business cases within R&D to support strategy and support the clinical team in the production of business cases, project implementation and benefits realization of service changes / developments
- To oversee and lead the R&D team to liaise directly with commercial companies to negotiate all Clinical Trial Agreements and costing templates in collaboration with finance, the principal investigators and service providers.
- Advise and effect the resources needed to maximise clinical trial recruitment.
- Ensure Trust disbursement and remuneration of R&D funding in accordance with Trust policy
- Provide advice and strategic reports and briefings to Trust Board as required.

Research Compliance

- Ensure that the trust is fully compliant with The Medicines For Human Use (Clinical Trial) Regulations 2004 and Amendments and all UK legislation and guidance related to clinical research, including the UK Policy Framework for Health and Social Care Research.
- Ensure that Department of Health, NIHR and HRA guidance and other government policies affecting NHS research are implemented in the trust.
- Provide guidance, training and support to researchers in order to promote robust research methodology and compliance with research governance.
- Act as resource for Trust and external research staff for information and advice on ethics approval, HRA approval, Trust sponsorship issues, peer review, indemnification processes, clinical trial agreements, data protection, honorary contracts, research passports and intellectual property.

- To oversee the process of issuing Letters of Access and Honorary Contracts for external researchers.
- To ensure the process of archiving of research management files, Investigator site files, and Trial Master Files is followed
- Oversee the process of monitoring/audit of clinical trials within the trust, and ensure that CIs/PIs address and all required actions or shortcomings highlighted in monitoring reports in a timely fashion.

Staff and HR Management

- To provide line management to R&D staff, including management of all HR related issues
- Provide management to certain research support team(s)
- Liaise closely with all research active support personnel (external and or CRN staff)
- Identify and contribute to own personal professional development through the appraisal process.
- Work across all sites and attend external meetings on behalf of the Trust

Communications and Liaison

- Nurture key relationships and maintain networks internally and externally
- Promote collaborative working across trusts, and between trusts and NIHR/CRN.
- Communicates the results of research studies and local analyses in a variety of ways, eg. to the Board of Directors and the Patient Participation Group
- Co-ordinate and disseminate information regarding Trust research activities
- Form relationships with research leaders across clinical divisions and with relevant operations and service managers to promote engagement with research.
- Disseminate research training / funding opportunities to staff

General

- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with the Trust's Equality and Diversity policy to eliminate unlawful discrimination in relation to employment and service delivery.
- To promote at all times equal opportunities for staff and patients in accordance with the Trust's policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.
- To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.
- (For management posts the following sentence should also be included: To be trained in and demonstrate fair employment practices, in line with trust policies)
- To comply with the Trust's No Smoking Policies.

- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder.

Person Specification

Job Title: Research Development and Delivery Manager-ESTH

Band: 8A

Factor	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • A first degree or equivalent qualification/ experience. 	<ul style="list-style-type: none"> • Project Management qualification • Postgraduate degree or equivalent qualification or relevant experience 	A
Experience	<ul style="list-style-type: none"> • Experience of developing and implementing new practices and policies within a complex organisation • Experience of performance management across a large field or a large organisation • Experience of strategic service development • Previous experience of supporting research in the NHS • Experience of managing stakeholder groups • Previous experience of research systems including (but not limited to) IRAS, EDGE etc. 	<ul style="list-style-type: none"> • Experience of running training sessions for staff, including developing training materials and delivering presentations • Experiencing of managing/ supporting clinical trials • Experience of working with national/regional organisations • Experience of managing budgets 	A, I, T
Skills	<ul style="list-style-type: none"> • Excellent communication and presentational skills, both written and oral, and experience of communicating complex issues to a variety of audiences, and the ability to liaise effectively with senior colleagues both within and outside the organisation 		A, I, T

	<ul style="list-style-type: none"> • The ability to read and analyse complex documents and extract salient information to give clear explanations and advice to colleagues at all levels of experience and seniority • Project management skills, experience of planning and managing projects, and the ability to plan, manage and deliver complex projects, involving multiple agencies and individuals and a range of tasks, to tight deadlines • Good practical IT skills (including Word, Excel and a good understanding of databases), and an understanding of the application of IT solutions to information management requirements • Negotiation skills and experience of negotiating with external bodies to achieve organisational objectives • Highly numerate, with strong analytical skills 		
Knowledge	<ul style="list-style-type: none"> • Good knowledge of current NHS/NIHR research priorities and structures • Knowledge of change management principles and an understanding of how people go through a change and the change process • Experience of management in a clinical research environment (NHS , HEI or Industry) • Understanding of current NHS R&D practices and processes • Knowledge of clinical research set up and delivery guidelines and legislation 	<ul style="list-style-type: none"> • Understanding and experience of research funding within the healthcare sector 	A, I, T
Other	<ul style="list-style-type: none"> • Flexible and adaptable in your approach to work and 		A, I

	<div>the ability to work well in a team</div> <ul style="list-style-type: none">• Ability to maintain high standards of confidentiality		
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Key:
I = Interview
A = Application Form
T = Practical Test or Presentation