

JOB DESCRIPTION

JOB DETAILS

JOB TITLE:	Research Development Officer (ALLIANCE Study Manager)
JOB REFERENCE NUMBER:	
BAND:	Band 6
WARD/DEPT.	Research and Development Department
DIRECTORATE/LOCALITY:	Corporate Services
ESSENTIAL QUALIFICATIONS:	Relevant postgraduate qualification

ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Research Manager
REPORTS TO:	Research Manager
MANAGER/SUPERVISOR TO:	

ROLE SUMMARY

The post holder will have a key role in facilitating the development, design and dissemination of research appropriate to building the NSFT contribution to the NIHR portfolio relevant to the Norfolk and Suffolk NHS Foundation Trust.

Research Protocol Development and Grant Funding

- Identifying potential investigators and assisting them with the development of collaborative research

bids for funding initiatives emerging from the NIHR research strategy.

- Advising on the methodology, statistics and practical implications of the development of research grant applications.
- Identifying and promoting new healthcare-related research funding opportunities in an effective manner.
- Promotion of research funding opportunities through presentations, workshops and meetings to clinical and research teams.
- Ensuring that the number of submitted grant applications adhere to given Trust targets and feed accurately into national figures as reported through the R&D Manager.

Trust Innovation Scout

Promotion of Healthcare Innovation and Intellectual Property in the Trust, to act as the first point of call for innovators and companies. Full Training will be provided for this role.

User Involvement in Research Lead

Act as the User Involvement in Research Lead in the Trust by facilitating public and patient and research relationships, identifying user involvement needs in research proposals, meet with PPI representatives and contribute to developing a PPI Research strategy for the Trust.

The role involves using an in-depth knowledge of trial protocols and their application in practice, alongside a working knowledge and compliance with local, national and international research regulations.

Secondments will be considered and flexible working across core office hours is available.

DUTIES AND RESPONSIBILITIES

Research Protocol Development and Grant Funding

Development of new clinical studies and proposals

- Act in a facilitative and advisory capacity to assist NHS Staff and clinical academics in the preparation and development of competitive funding proposals in support of research activities, with particular emphasis on the NIHR funding streams.
- Draft grant applications and protocols to a variety of national funding streams in collaboration with research and clinical teams. Also to provide critical review of research proposals, carrying out substantive editing and revision where appropriate and providing methodological and statistical advice where required.
- Identify new funding opportunities and disseminate relevant information to the appropriate staff in a timely manner.
- Provide a support service, to enable staff members to identify research areas for making successful grant applications and also to identify where joint applications can be made by staff from primary and secondary care and in collaboration with academic partners.

- Assist academics and NHS staff to make connections with one another, where feasible, to enable the development of cohesive and viable research bids.
- Co-ordinate the flow of information in relation to research grants within the NHS Trust.
- Keep accurate and timely records of all grant applications submitted under the “Best Research” funding initiatives and their outcomes, logging and maintaining information electronically.
- Provide assistance in all detailed aspects of research grant applications, particularly with regard to interpretation of funding criteria applied by the Department of Health and ensure compliance. This may involve communication with external contacts with the funding body with respect to the development of proposals.
- Liaise with the Trust and University departments to ensure that any costing elements of application and project budget development are in place prior to submission deadlines. Ensure that all recoverable costs are identified within the specified criteria for the grant application.
- Check research grant applications prior to sign off by the R&D Manager.
- Participate in planning meetings relating to the development of research bids as appropriate.

Support for new and existing Research Studies

- Assist in the preparation and review of clinical research study protocols in collaboration with clinical and research staff.
- Identify resource implications for the site. Liaise with and seek specialist input as appropriate i.e. Clinicians/ treatment units / specialist nurses/pharmacy/radiology/pathology.

Trust Innovation Scout

- Attend training by Health Enterprise East (NHS Innovations East) to become the Trust Innovation Scout.
- Act as the initial liaison point between NHS Innovators and Enterprise Partners and advise on potential intellectual property resulting from innovations.

Public and Patient Involvement in Research co-ordinator

- Assess new protocols for the user involvement capability prior to research governance approval.
- Liaise with service user representatives linked to the department on a monthly basis.
- Be a central contact point for research public and patient representative organisations within the Trust.
- Help develop a public and patient involvement in research strategy for the Trust.
- Assist with the development of clear and comprehensive research literature to promote research in the Trust aimed at service users and staff.

Management and Administration

- Advise, as part of the R&D office, in the process of gaining local regulatory committee approval (Ethics and R&D approval).

- Contribute to the development of clinical and research policies/procedures/Standard Operating Procedures (SOP's)
- Maintain study site files and documentation.
- Liaise with the members of the Trust i.e. pharmacists, service managers, lead clinicians, to establish procedures for the safe and smooth running of clinical trials.

Education and Training

- Act as a resource for colleagues in relation to clinical trials and protocol development.
- Continue your own professional development, keeping updated with current practice.
- Maintain links with all research personnel across the Trust and other institutions to share knowledge and to provide mutual support.
- Attend national meetings in relation to clinical trials as appropriate and agreed with line manager.
- Assist in the preparation of posters for meetings and conferences. Also circulate trial information and carry out presentations to promote trial activity locally.
- Provide regular teaching across the Trust on the subject of research grant applications and research capacity building.

Other

1. Understand and adhere to Trust policies and procedures.
2. Ensure that Trust wide standards are maintained and monitored to improve the quality of care to all those who come in contact with the service provided by the relevant NHS Trusts. The post holder has responsibility for safety as outlined in the hospital's policy and Health and Safety Work Act 1974.
3. Maintain Service User confidentiality at all times.
4. Undertake an annual appraisal to identify organisational and professional objectives and development needs.
5. Participate in Supervision as outlined in Trust Policy.

Specific duties

Trust values and behaviours

Our values are positive, respectfully and together. Everything we do for our service users, their loved ones and our colleagues must meet these values. They were first created by 1,300 staff members, service users and carers all working together, and reflect what we all believe makes a difference to the care we offer and to the way we work with one another.

Our values... Our behaviours... Our future

Working together for better mental health...

Positively...



Be proactive...

Look for solutions, think creatively and focus on what we can do

Take pride...

Always do our best

Take responsibility...

Plan ahead, be realistic and do what we say we will

Support people to set and achieve goals...

And be the best they can

Recognise people...

Their efforts and achievements, and say thank you



Working together
for better mental health

Respectfully...



Value everyone...

Acknowledge people's unique experiences, skills and contribution

Step into other people's shoes...

Notice what's actually happening

Take time to care...

Be welcoming, friendly and support others

Be professional...

Respect people's time and be aware of our impact

Be effective...

Focus on the purpose and keep it as simple as possible

Together...



Involve people...

Make connections and learn from each other

Share...

Knowledge, information and learning

Keep people updated...

With timely, open and honest communication

Have two-way conversations...

Listen and respond

Speak up...

Seek, welcome and give feedback

nsft.nhs.uk

By demonstrating our three signature behaviours and 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

- Value everyone
- Take time to care
- Step into other people's shoes

REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

SUPERVISORY RESPONSIBILITIES

N/A

Equality and Diversity

We live our values. We work positively, respectfully and together with all our colleagues. We understand, appreciate and follow our Equality Policy in line with the Equality Act. We do not discriminate on the grounds of: age, disability, gender re-assignment, marriage and civil partnership (unless eliminating unlawful discrimination), pregnancy and maternity, race – this includes ethnic or national origins, colour or nationality - religion or belief – this includes lack of belief, sex, sexual orientation

We recognise the importance of people's rights and act in accordance with legislation, policies and procedures because we know that:

- acknowledges and recognises people's expressed beliefs, preferences and choices

- respects diversity
- values people as individuals
- promotes equality through our work
- takes into account our own behaviour and its effect on others

RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

FLEXIBILITY

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and regarding the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

INFORMATION TECHNOLOGY

The post holder is expected to have a reasonable level of competence and confidence in using IT systems (e.g. Outlook, Word, clinical or other record systems) relevant to the role.

SUSTAINABILITY

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

SAFEGUARDING

Clinical*

NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in the Children Act 1989/2004, Working Together to Safeguard and Promote the

Welfare of Vulnerable Children 2018 and the Care Act 2014.

OR

Non-Clinical*

The NSFT expects that all staff will maintain statutory and local compliance to competency-based training in relation to Safeguarding Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

WORKING WITH FAMILIES OF SERVICE USERS

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

INFECTION PREVENTION

NSFT expects all staff to act in accordance with statutory requirements regarding infection prevention as outlined in the Health & Social Care Act 2008, Code of Practice on the prevention and control of infection 2015. NSFT staff are responsible for protecting themselves and others against infection risks and complying with infection control policies and procedures.

Signed:.....Manager

Signed:.....Post Holder

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

JOB TITLE

	ESSENTIAL Without which the post holder could not be appointed	DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	Relevant postgraduate qualification	Post graduate qualification in health-related field. Recognised IT qualifications/training E.g. ECDL	Certificates
EXPERIENCE	Proven track record in co-ordinating, writing and/or reviewing successful grant proposals Experience working in a clinical environment Experience and understanding of working with research statistics	Experience of working in or closely with NHS organisations Experience in financial and/or project management Experience of clinical studies in the field of mental health. Experience of working with large-scale clinical studies Experience of working across a number of organisational boundaries Experience of research in the NHS, Higher Education and/or commercial environment	Application Form / Interview / References
SKILLS	Ability to draft documents and		Application Form / Interview / References

	<p>critically appraise research proposals</p> <p>Ability to prioritise a varied workload and work to strict deadlines, maintaining at all times a high level of accuracy and attention to detail</p> <p>Ability to work on own initiative without close supervision</p> <p>Competency in IT including use of email, word processing, spreadsheets the internet and computer databases</p> <p>Ability to work effectively under pressure</p> <p>Ability to maintain confidentiality of restricted information</p> <p>Ability to disseminate knowledge and information</p> <p>Proven interpersonal and communication skills in a range of environments</p> <p>Skills in preparing and delivering presentations and reports</p>		
KNOWLEDGE	<p>Understanding of ICH GCP, the EU Clinical Trials Directive and the Research Governance Framework</p> <p>Understanding of NHS research policy and current issues in the NHS</p> <p>Working knowledge of clinical research methodology</p>	<p>Knowledge of research funding mechanisms / processes in the NHS</p> <p>Knowledge of computer database systems and costing methodologies</p> <p>Knowledge of dementias, MND, PD, HD and existing therapies / treatments</p>	Application Form / Interview / References

OTHER (Please specify)	Highly motivated with the ability to influence and inspire others		Application Form / Interview / Document Check
	Ability to meet the mobility requirements of the post		
	Ability to travel independently and attend conferences / training away from home		

VALUES (APPLICABLE TO ALL POSTS)	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride... Always do our best	Step into other people's shoes... Notice what's actually happening	Share... Knowledge, information and learning	
	Take responsibility... Plan ahead, be realistic and do what we say we will	Take time to care... Be welcoming, friendly and support others	Keep people updated... With timely, open and honest communication	
	Support people to set and achieve goals... And be the best they can	Be professional... Respect people's time and be aware of our impact	Have two-way conversations... Listen and respond	
	Recognise people...	Be effective...	Speak up...	

	Their efforts and achievements, and say thank you	Focus on the purpose and keep it as simple as possible	Seek, welcome and give feedback	
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FURTHER INFORMATION

Please enter here details of frequency and intensity of each element

Element

(e.g. mental effort)	Details of frequency and intensity
Working conditions	
Inclement weather	
Extreme Temperatures	
Unpleasant smells	
Noxious Fumes	
Excessive noise/vibration	
Continuous use of VDU equipment	Post holder will use a PC (VDU) for prolonged periods of the working day (approx. 80%). Time away from this will include telephone work, information collecting and attending meetings.
Unpleasant substances	
Infectious material	
Body Fluids, Faeces/Vomit	
Dust/Dirt	
Humidity	
Contaminated equipment/work area	
Driving/Being Driven (normal conditions)	
Driving/Being Driven (emergency conditions)	
Fleas/Lice/Infestation	
Dangerous Chemicals – Substances in containers	
Dangerous Chemicals – Substances (uncontained)	
Exposure to verbal aggression	
Exposure to physical aggression	

Physical effort	
Working in uncomfortable conditions	
Working in physically cramped conditions	
Making repetitive movements	
Lifting weights/equipment without mechanical aid	
Climbing or crawling	
Manipulating objects	
Manual Digging	
Running	
Standing/sitting with limited scope for movement	
Kneeling, crouching, twisting, bending, stretching	
Walking for long periods	
Heavy duty cleaning	
Pushing/pulling trolleys or similar equipment	
Working at heights	
Controlled restraint i.e. in post requiring training/certification	

Emotional effort	
Processing (e.g. typing/transmitting) news of highly distressing events	
Giving unwelcome news to patients / clients / carers / staff	
Caring for the terminally ill	
Dealing with difficult situations/circumstances	
Designated to provide emotional support to front line staff	
Communicating life-changing events	
Dealing with people with challenging behaviour	
Attending scenes of accidents	

Mental effort	
Carry out formal student/trainee assessments	
Carry out clinical/social care interventions	
Analyse statistics	Post-holder will be required to input data, create spreadsheets and analyse data relating both to research grant applications and to the finances of research studies. In addition, the post holder will be advising researchers on basic sample size and power calculation statistics as required. Analysing statistics occurs on a weekly basis.
Operate equipment/machinery	
Give evidence in court/tribunal/formal hearings	
Attending meetings (if yes, describe role in "Further Information")	Post-holder will be required to attend meetings of the R&D team and clinical and academic teams throughout the Trust on a monthly basis. They may be required to attend weekly multidisciplinary meetings. Will also periodically be required to attend national meetings in London and at other locations within the UK.
Carry out screening tests/microscope work	
Prepare detailed reports	Post-holder will be required to produce regular reports for ethics committees, grant awarding bodies, regulatory authorities etc relating to Trust research activities on a monthly basis.
Check documents	Post-holder will be expected to check all documentation relating to research grant applications and IRAS forms on a weekly basis.
Drive a vehicle	
Perform calculations	Calculations will be required to assess financial implications of research and create research budgets for specific studies. Additionally, statistical analysis may be required for research protocols to assess power and feasibility. Calculations are performed on a weekly basis.
Make clinical diagnoses	
Carry out non-clinical fault finding	

Freedom to act	
Does the post holder generally work without close supervision	Work is managed rather than supervised
Does the post holder work without direct access to a manager	Work is managed rather than supervised
Does the post holder work without access to a manager by telephone	
Is the post holder the lead specialist in their field	

How often on average does the post holder give guidance and advice to others?

Daily: ☐ X ☐ Weekly: ☐

Other frequency (please comment)

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How often is the post holder's work checked/monitored/assessed?

Daily:	<input type="checkbox"/>	Weekly:	<input checked="" type="checkbox"/>
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Other frequency (please comment)

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Manager responsible for completion of this document

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:

DISTRIBUTION: One copy to member of staff, one copy to personal file.
Please ensure Job Description is agreed and signed by both manager and employee