|  |  |
| --- | --- |
| Last updated: | January 2024 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Research Manager** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2429 | | |
| School/Department: | NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC), School of Healthcare, Enterprise and Innovation (HEI) | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Senior Research Manager | | |
| Posts responsible for: | Assistant Research Managers and Administrators depending on team | | |
| Post base: | Office-based- Hybrid working options available | | |

|  |
| --- |
| Job purpose |
| The postholder will be responsible for the management and delivery of a portfolio of National Institute for Health and Care Research (NIHR) activity, ensuring plans complement and support our objective of improving people’s health and wellbeing. Research Managers are expected to develop an understanding of the research lifecycle and work across teams in line with business need. This lifecycle covers the identification of important research topics, advertising these and managing the funding process, supporting researchers to apply for funding, contract management of research awards and publication of the funded research. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To be responsible for the delivery, and continuous improvement, of a specified part of the research management lifecycle. Develop a broad understanding of the end- to-end research processes and the portfolio of funded research managed by NETSCC and proactively work with colleagues in other work areas to achieve outcomes. | 50% (Split is dependent on what team postholder is in) |
|  | Project manage and contribute to team and NIHR projects using specialist knowledge and/or lead short-term projects within own team or across NETSCC to support the achievement of NIHR objectives. |
|  | Carry out detailed assessment and analysis of issues and problems, using specialist knowledge to identify and recommend appropriate solutions, making own informed decisions within agreed parameters. | 35% |
|  | Review information, reports and data, and prepare briefing papers, reports to facilitate the interpretation of specific issues/problems and support decision making. |
|  | Build good relationships and actively engage with colleagues across NETSCC. Develop and foster good working relationships with external stakeholders to support the delivery of own portfolio of work.  When necessary, represent own area of work at both internal and external meetings. |
|  | Deliver and participate in learning and development activities to build own specialist skills and areas of expertise and share these with others. |
|  | Project manage a portfolio of related but distinct activities with the ability to manage competing priorities and a fluctuating workload. |
|  | To provide line or operational management, as needed, contributing to the resource planning, recruitment, and performance management processes. Promote a work culture that enables a highly skilled and motivated workforce to successfully deliver the current and future research management activities and project portfolio. | 10% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| Internal: Members of NETSCC and HEI as well as NIHR Colleagues  External: A wide range stakeholders including: Department of Health and Social Care (DHSC), Medical Research Council (MRC), The National Institute for Health and Care Excellence (NICE), researchers, external Advisory committee members, reviewers, evidence users, patients and the public. |

| Special Requirements |
| --- |
| Post holder may be required to undertake planned UK and International travel; to attend meetings, events or conferences with occasional overnight stays |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification  Proven experience of planning and progressing work activities within broad professional guidelines  Understanding of how the specialist services provided by the post-holder support the objectives of the NIHR and HEI  Demonstrated ability to appraise information and data, and to be able to write succinct summaries of complex information.  Understanding/professional interest in the health research landscape  Demonstrated ability to quickly learn and effectively use complex information systems |  | Application and Interview |
| Planning and organising | Proven experience leading, planning and progressing activities within professional guidelines and in support of organisational objectives. | Experience of successful project management. | Application and Interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Able to use own judgement to make informed decisions within set parameters |  | Application and Interview |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.  Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.  Able to formulate development plans for own staff to meet required skills. | Experience of successfully managing and developing staff. | Application and Interview |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues.  Able to use influencing and negotiating skills to develop understanding and gain cooperation.  Able to develop relationships with a range of stakeholders and present confidently and succinctly |  | Application and Interview |
| Other skills and behaviours | Demonstrate behaviour that is consistent with the HEI values: Collaboration, Excellence Impact, Inclusion and Effectiveness  Demonstrate flexibility in approach to work and professional interest in the work of NETSCC |  | Application and Interview |
| Special requirements | Occasional requirement to work and stay away from Southampton |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |