

Job Description and Person Specification

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| Last updated: | September 2024 |

**JOB DESCRIPTION**

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| Post title: | **Research Inclusion Manager** | | |
| School/Department: | School of Healthcare, Enterprise and Innovation | | |
| Faculty: | Faculty of Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | N/A | | |
| Posts responsible to: | Senior Research Inclusion Manager | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based- Hybrid working | | |

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| Job purpose |
| This role will contribute specialist expertise and operational management/leadership to embed Research Inclusion best practices within our culture, our processes and systems. You will work in a matrix way to provide specialist knowledge and advice across the NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC) on all aspects of research inclusion working.  You will lead assigned projects to implement of the NIHR’s Research Inclusion strategy across NETSCC ensuring it aligns with the EDI policies and processes of the University of Southampton. Your work will embed equality, diversity and inclusion in our culture so that we can attract the best people from the widest possible pool, and take forward the best ideas and the best research for the benefit of everyone. You will act as a visible champion to promote positive ways of working. |

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| Key accountabilities/primary responsibilities | | % Time |
| 1. | Working with the NETSCC lead for Research Inclusion, contribute to the development and implementation of an NIHR-wide research inclusion approach that underpins the delivery of the NIHR’s strategic objectives. Deliver and lead projects that support the implementation of the NIHR Research Inclusion Strategy that can deliver changes in NIHR culture and ways of working.  Acting as an advocate for change and providing subject matter expertise, perspective and insight to support strategic decision-making, prioritisation and action-planning.  Ensure that a balanced NETSCC viewpoint is represented in these fora, and that any resulting decisions and action plans are aligned with the strategic plan for equality, diversity and inclusion. | 20 % |

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| Key accountabilities/primary responsibilities | | % Time |
| 2. | To contribute to the development and implementation of systems for collecting quantitative and qualitative evaluation and monitoring data.  To link with other evaluative functions across NETSCC and the NIHR, for common evaluative methods and projects. To analyse and interpret information and data, drafting reports and deliver briefings and presentations, as required.  Providing recommendations based on data collated to inform relevant areas requiring intervention. | 20 % |
| 3. | Establishing and maintaining effective working relationships with the corporate NIHR Research Inclusion team, other research inclusion key stakeholders and wider NIHR.  Developing key alliances and positively engaging with external organisations e.g. HRA, communities and stakeholders to ensure NETSCC takes account of a changing landscape, enhancing the NIHR’s reputation, and ensuring that NETSCC stakeholders are fully involved in helping the implementation of the NIHR’s Research Inclusion strategy.  Maintain an awareness of other relevant support services in the NIHR, Centre and wider University. | 20% |
| 4. | Overseeing the implementation and monitoring of the progress of equality and diversity objectives, holding key stakeholders to account for the delivery of the plan in their respective areas.  Contribute towards the provision of appropriate research inclusion training, resources and development programmes within NETSCC, whether directly-provided or included as part of the NIHR’s wider learning and development portfolio. | 10 % |
| 5. | Ensuring that NETSCC’s Research Inclusion management and governance frameworks are fit for purpose and effectively support the DHSC to meet its research inclusion objectives, legal obligations and annual reporting requirements.  Help maintain measures to ensure compliance with relevant legislation, case law, reporting requirements and charters, working with stakeholders across NETSCC and the NIHR and providing specialist advice and guidance as necessary.  Where risks are identified, raise these through appropriate channels and seek resolution.  Identify common themes and actions from engaging with NETSCC Research Inclusion leads and their action plans and work with NETSCC to ensure that actions are linked to the strategic vision for research inclusion and that actions are sustainable and that a robust evaluation methodology is applied. | 10 % |
| 6. | Plan, Co-ordinate and Attend all relevant internal and external meetings, conferences, etc. (including representing the University at national and regional events and meetings), and to gather best practice/ideas to inform future developments. | 5% |
| 7. | Working with the NETSCC and NIHR Internal Communications teams to ensure regular communications are planned in on all aspects of research inclusion including initiatives taking place across the NIHR. Planning and promoting programmes of events and activities in support of the research inclusion activity across NETSCC. | 5% |
| 8. | Advising and providing subject matter expertise for the NETSCC executive and senior management teams on all research inclusion related matters.  Keep up to date with the latest developments in equality, diversity and inclusion research and thinking. | 5% |
| 9. | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

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| Internal and external relationships |
| Internal:  Members of School of Healthcare, Enterprise and Innovation (HEI), School EDI Co-ordinator and NETSCC senior management teams Liaising with other parts of the School of Healthcare, Enterprise and Innovation, , Department of Health and Social Care, University of Southampton and representing School of Healthcare, Enterprise and Innovation as required  External:  Staff within the corporate NIHR Research Inclusion team, other NIHR coordinating centres, NIHR award holders, the Department of Health and Social Care, charities, funders, evidence users, research managers, members of the public, health professionals, relevant suppliers, and other external contacts. |

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| Special Requirements |
| The post holder may be required to travel to attend meetings usually within the UK. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.  Experience working in EDI  Experience in applying equality legislation within a complex environment | Membership of relevant professional body  Significant experience managing EDI change projects.  An interest in many areas of health research and a willingness to work across discipline boundaries |  |
|  | Understanding of the Equality Act 2010 and other dimensions related to EDI.  Experience in research, audit, service evaluation and/or quality improvement projects – setting up, evaluating, reporting and application | Understanding of key equality, diversity and inclusion challenges in the health and social care research landscape |
|  | Experience in monitoring and evaluating success |  |
|  | Experience in leading/managing project work |  |
|  | Ability to analyse, interpret and present complex scientific and policy information. |  |
|  | Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University. |  |
| Planning and organising | Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.  Deliver work on time, to anticipate fresh demands, and to delegate effectively | Experience of successful project management.  Knowledge and experience of a range of project and change management tools and techniques |  |
|  | Identifying opportunities and approaches to achieve goals and improve results |  |
|  | Good working knowledge of word processing, databases, and spreadsheets |  |
|  | Experience in drafting reports/papers |  |
|  | Ability to coordinate, collect and analyse a range of qualitative and quantitative data, identifying areas of concern and suggesting solutions |  |

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| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Ability to tackle complex problems, identify solutions and implement them  Keep up to date with local and national EDI policy and practice, acting as a source of knowledge and a channel for communications |  |  |
| 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.  Ability to work as part of a team, build and maintain good working relationships  Experience of working with staff at varying levels across organisations | Experience working in a complex (matrix style) organisation |  |
| 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 co- operation.  Effective interpersonal skills, including the ability to communicate effectively as an advocate for health services research and development.  Effective liaison skills with the ability to deal tactfully with colleagues, and various stakeholders  Highly developed presentation skills, able to convey complex information to large groups from diverse backgrounds;  Confident and comfortable talking and presenting to others |  |  |

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| Other skills and behaviours | Ability to maintain confidentiality  Ability to work accurately with attention to detail |  |  |
| Special requirements | Willingness to travel in the UK, including occasional overnight absence |  |  |

**JOB HAZARD ANALYSIS**

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

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| ☒ 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.

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| **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 |  |  |  |