

## Job Description and Person Specification

Job Description						
Academic Unit/Department:	Southampton Health Technology Assessments Centre (SHTAC), Wessex Institute, Faculty of Medicine.					
Post Title:	Director of the Southampton Health Technology Assessments Centre					
Please enter Level under appropriate Career Pathway	ERE 7	TAE	MSA	CAO	R.Nurse	Clinical Optional
ERE Category	Academic Posts			Non-Academic Posts		
	Academic (mixed)	Research only X	Teaching only	Enterprise	Education Development	
Posts Responsible to (and Level):	Head of Academic Unit (level 7)					
Posts Responsible for (and Level):	Academic staff and students, and others assigned by the Head of Academic Unit. (levels 4-7)					
<p>Job Purpose:</p> <p>To lead a multi-disciplinary research programme within SHTAC. To ensure the delivery of existing contracts and to further develop SHTACs research portfolio by supporting the SHTAC team to obtain grant funding and through expanding the group's own research programme.</p>						

Key Accountabilities/Primary Responsibilities (6-10 bullet points maximum)	% Time
<p>1) Lead SHTAC, setting overall strategy with the support of SHTAC's senior executive group.</p> <ul style="list-style-type: none"> <li>Work with the senior team to set overall strategy in the TAR and non-TAR areas of work.</li> <li>Develop cooperation with other areas in the university.</li> <li>Provide financial oversight of the centre</li> <li>Line manage senior members of SHTAC</li> </ul>	20
<p>2) Ensure delivery of the SHTAC TAR contract. Take on the chief investigator responsibility for TARs</p> <ul style="list-style-type: none"> <li>Take responsibility to overall delivery of the TAR contract.</li> <li>Provide subject expertise to the groups preparing individual TAR reports.</li> <li>Ensure appropriate staff mix, and training for existing staff.</li> </ul>	30

<p>3) Develop SHTAC and its staff, working with the Director of the Wessex Institute, to attract further research funding outwith the TAR contract, leading or supporting others to lead major funding bids. This includes developing a personal research portfolio as well as supporting SHTAC and Wessex Institute staff to develop theirs.</p> <ul style="list-style-type: none"> <li>• Mentor and support SHTAC staff in their applications for research funding and in their delivery of funded research.</li> <li>• Become a recognised expert in the University of Southampton who is consulted and included by other groups preparing bids for funding.</li> </ul> <p>4) Develop SHTAC's (and the Wessex Institute's) relationships with the wider university and local health community, becoming a driver for health services research in the region.</p> <p>5) Be part of the Wessex Institute senior management team, providing advice on the overall strategy of the institute and academic input to institute wide projects.</p> <p>6) Any other duties that fall within the scope of the post as allocated by the line manager following consultation with the postholder.</p>	<p>10</p> <p>10</p>
<p>Internal &amp; External Relationships: (nature &amp; purpose of relationships)</p> <ul style="list-style-type: none"> <li>• The post-holder will develop collaborative relationships in with academic staff within the Faculty, elsewhere in the University and nationally and internationally.</li> <li>• Internally: Chair of the Wessex Institute, other members of the Wessex Institute senior management team, senior staff in Wessex Institute</li> <li>• Externally: InterTASC; Health Service Researchers, Health Economists, Clinicians in Southampton; Wessex Collaboration for Leadership in Applied Health Research and Care (CLAHRC); Wessex Academic Health Sciences Network (AHSN); Primary Care and Population Sciences, Clinical Trials Unit</li> </ul>	
<p>Special Requirements:</p> <ul style="list-style-type: none"> <li>• To attend occasional appraisal committee meetings at NICE (which are currently held in London and Manchester) to present and discuss the findings of SHTAC projects.</li> <li>• To attend occasional InterTASC meetings to discuss issues relevant to producing technology assessments for NICE, held in a variety of locations across the UK.</li> <li>• To attend national and international conferences for the purpose of disseminating research results and establishing collaborative links</li> <li>• Contribute to occasional methodological consultations held by NICE and others.</li> </ul>	

<b>Person Specification</b>			
Criteria	Essential	Desirable	How to be assessed

<p>Qualifications, Knowledge and Experience:</p> <p>Significant national/international reputation for academic excellence in health services research / health technology assessment (evidence synthesis and / or economic modelling)</p> <p>Good understanding of current methodologies in relevant areas (e.g. medical statistics, information science, diagnostic tests, epidemiology, qualitative health research)</p> <p>Demonstrate excellence in research and research leadership in health services research or modelling</p> <p>Doctorate (PhD or MD) in a related discipline, or equivalent qualification/experience</p> <p>Familiarity with the work of NICE in producing guidance on health technologies</p> <p>Current or previous member of a NICE committee, or other relevant committee/advisory group/funding board</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Application and interview</p>
<p>Planning and Organising:</p> <p>Ability to develop and lead an internationally leading programme of research, resulting in publications in high ranking journals</p> <p>Ability to win major research funding to support innovative research, and to manage large research programmes</p> <p>Ability to work to fixed deadlines</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	
<p>Problem Solving and Initiative:</p> <p>Ability to develop cross-disciplinary research programmes, and to work with a diverse range of funding bodies</p> <p>Proven analytical research skills in area of expertise</p>	<p>✓</p> <p>✓</p>		
<p>Management and Teamwork:</p> <p>Ability to provide leadership in subject area</p> <p>Strategic planning abilities (e.g. developing research strategy; organisation and management strategies)</p> <p>Ability to manage staff (e.g. line management; conducting appraisals; recruitment and selection of staff; other human resources issues)</p>	<p>✓</p> <p>✓</p> <p>✓</p>		

Effective budget, resource and contract management abilities	✓		
<p>Communicating and Influencing:</p> <p>Able to establish and build major relationships with stakeholders (e.g. decision makers; researchers; health professionals; research funders)</p> <p>Able to influence and motivate others to develop work and strategies</p> <p>Able to communicate new and complex information, able to engage and enthuse the target audience</p>	<p>✓</p> <p>✓</p> <p>✓</p>		
<p>Other Skills and Behaviours:</p> <p>Understanding of relevant Health &amp; Safety issues.</p> <p>Positive attitude to colleagues</p>	<p>✓</p> <p>✓</p>		
<p>Special Requirements:</p> <p>Able to attend national and international conferences to present research results.</p> <p>Able to attend NICE committee meetings to present and discuss the findings of SHTAC projects (currently in London and Manchester)</p>	<p>✓</p> <p>✓</p>		



## Job Hazard Analysis Form - Appendix to Job and Person Specification

Please tick **one** of the following statements:

This post is an office-based job with <b>routine</b> office hazards e.g. use of VDU (if ticked, no further information needs to be supplied)	
This post has <b>some hazards other than routine office</b> e.g. more than use of VDU	X

Please tick all those that apply, and put N/A if not applicable

Environmental Exposures	O*	F	C
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 ..... ##			
Frequent hand washing			
Ionising radiation.			
Equipment/Tools/Machines used			
Food Handling ##			
Driving university vehicles(e.g. car/van/LGV/PCV) ##			
Use of latex gloves (note: prohibited unless specific clinical necessity) ##			
Vibrating tools ( e.g. strimmers, hammer drill, lawnmowers) ##			
Physical Abilities			
Load manual handling.			
Repetitive Crouching/Kneeling/Stooping			
Repetitive Pulling/Pushing			
Repetitive Lifting			
Standing for prolonged periods	X		
Repetitive Climbing i.e. steps, stools, ladders			
Fine motor grips (e.g. 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	X		
Lone working	X		

Shift work/night work/on call duties ##			
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**O – Occasionally** (up to 1/3 of time); **F – Frequently** (up to 2/3 of time); **C – Constantly** (more than 2/3 of time) ## denotes to HR the need for a full PEHQ to be sent to all applicants for this position.

<b>FOR ACADEMIC UNIT/SERVICE USE ONLY</b> Which post does this job report to	ResourceLink Post Number		
Is this post a Line Manager?	Yes		No
If yes, which posts directly report into it?	ResourceLink Post Number		
Post 1			
Post 2			
Post 3			
Post 4			
Post 5			
Post 6			
Post 7			
Post 8			
Please add additional rows as required			