NHS
University Hospitals Plymouth
NHS Trust

Job Description

Job Group (Delete as applicable):	Choose an item.
Job Title:	Clinical Director of Research and Development
Existing Grade:	8d (subject AFC matching panel)
Care Group:	Research & Development
Service Line:	Research and Development Summary
Department:	Research and development
Location:	Derriford Hospital
Appraiser:	TBA
Accountable to:	TBA
Position Number:	
Date:	28th March 2024

Job Purpose:

This is a key strategic leadership role within UHP (University Hospitals Plymouth NHS Trust). The post holder will support the operational management at the same time as providing the strategic leadership for all clinical research conducted within UHP.

UHP's strategic aim is to consolidate UHP as an internationally recognised centre of excellence for clinical research and a leading research site for patients recruitment.

The role requires a significant external focus at local, regional, and national level with excellent communication, interpersonal, leadership and negotiating skills.

The post will work very closely with the Executive team to further develop and deliver the UHP strategy R&D strategic plan, as well as collaborating with external partners (including, but not limited to the NIHR Regional Research Delivery Network, HEI's (Higher Education Institutions), Health innovation network, Peninsula Applied Research Collaboration and across the Integrated Care Pathway with our partners such as Primary Care, Public Health, Charities and community partners.

- Key responsibilities for this post are:

  - To set a clear and ambitious research strategy to further grow Research and Development at UHP in partnership with our stakeholders, delivering an appropriate balance between commercial and non-commercial studies.

  - Through the development of the strategy develop an underpinning workforce recruitment and retention strategy with the Research and Development department.

  - Broaden the range of health care professionals undertaking their own research alongside increasing those leading trials at UHP on behalf others.

  - Clinical Academic Development, in collaboration with HEI's and the UHP Joint Clinical Research Office (JCRO) between UHP and the University of Plymouth supporting collaborative research, bench to bedside

  - Set an ambitious strategy for UHPs specialist and tertiary services as well as the key role we have in community and early intervention to address inequities across our UHP patient reach.

  - Lead the research team to be progressive, innovative, effective, and inclusive with a progressive approach to career and personal development.

- Represent the Trust's R&D interests locally, nationally, and internationally as appropriate, fostering external relationships and collaborations with other NHS Trusts, research institutions and commercial partners as appropriate, including UHPs academic partners.

- Responsibility for developing major funding applications, including the analysis of highly complex data or information to secure funding to develop R&D programmes, in association with the Executive team.

- Key initial tasks for the postholder will be to constantly review the structure of the current R&D department and advise on key areas for expansion as well as establishing and developing and strengthening operational management day to day.

Key Dimensions:

- Direct Responsibility for Strategic Development of R&D in the Trust
- Lead a Joint Strategy for Clinical Academic Development in collaboration with University of Plymouth working with the JCRO.
- Ensuring that resources for clinical academic development are available to colleagues across the whole spectrum of health care professions.
- Support, and line manage, R&D Seniorrcolleagues with the operational development of the R&D Department and its values, aims and objectives.
- In conjunction with R&D Senior colleagues and Executive Board Lead, the postholder will be responsible for the operational delivery of the R&D strategy.
- Direct responsibility for developing, agreeing, and overseeing R&D business plans to deliver the operational strategy, ensuring accordance with strategy and values of UHP and key stakeholders.
- Direct responsibility for performance management against business plans and service strategies, designing a performance management system for overview, escalation, and intervention as necessary.
- Develop and submit in collaboration with the relevant partners high quality business cases for additional funding where appropriate.
- Direct overall responsibility for the day to day running of the R&D Department and operational oversight of all research programmes hosted at UHP.
- To support the lead for the Joint Clinical Research Office, working closely and effectively with key clinical, academic, and administrative staff at UHP & University of Plymouth, develop, align and integrate operational strategies and policies where appropriate in order to develop an efficient, responsive and integrated support service for Clinical academic researchers, involving industry and key partners.
- Support Senior R&D colleagues in operationally managing budgets in collaboration with the Trust Finance Department, acting as an authorised signatory for capital and revenue budgets within limits agreed.
- Direct responsibility for the development and delivery of change management within the Department in line with agreed strategies, ensuring that changes are implemented effectively and proactively in line with sound planning and communication processes.
- Provide leadership in relation to monitoring and reporting recruitment into trials and other high quality clinical studies and other research data associated with the delivery of metrics relating to performance of research studies.
- Oversee the management of research governance approvals across partner organisations, monitoring and inspection of research projects in collaboration with the Research Governance Management

- Responsibility for overseeing and monitoring the delivery of research objectives in the Trust such as Research Capability Funding business planning, in collaboration with sneior R&D colleagues
- Responsibility for ensuring that capacity building plans for our research delivery staff are robust to ensure the workforce is fit for purpose in the recruitment of participants into research studies across the organisation.
- Direct responsibility for ensuring that any complaints around research are reported, investigated, and responded to appropriately.
- Facilitating and promoting cross-specialty and cross-setting collaborations
- Developing and maintaining positive and constructive relationships with health and care leaders to ensure capacity and capability of the professional research workforce.
- Responsible for working with health and care professional leaders to support the workforce development of research delivery leadership and associated staff including clinical and non-clinical staff.
- Ensure the R&D department is MHRA inspection ready at all times.

Organisational Chart

PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Operational Leadership

- To act as a visible and credible R&D Director across all components of the Trust's NHS R&D functions including NIHR infrastructure programmes and networks. This will include internal leadership and playing a leading role with external partners, including the University of Plymouth (UoP) and other HEI partners.
- To oversee robust financial, performance and governance arrangements across the Trust's R&D functions with appropriate mechanisms.
- To take operational accountability for all aspects of the Trust's R&D functions, adopting a flexible yet ambitious approach to deliver the operational strategy and year-on-year business plans.
- To encourage and facilitate an inclusive operational approach to research,
- To lead with the Clinical Academic Groups within UoP in developing robust research operational plans, working collaboratively with partner organisations as required.
- To operationally represent the Trust's R&D functions locally, nationally, and internationally as appropriate, fostering external relationships and collaborations with other NHS Trusts, research institutions and commercial partners as appropriate.
- Develop appropriate Trust wide policies, procedures, and processes relevant to the R&D function.

Human Resources

- Direct responsibility for overseeing the administrative and management functions within the Trust's R&D department to provide credible, visible, and authoritative leadership.
- Establish, develop, and maintain the appropriate infrastructure for the Trust's R&D functions, having an oversight of the recruitment and retention of appropriate staff and identifying areas of efficiency across the Trust's R&D functions.
- Be the professional managerial lead for staff within the Trust's R&D functions, providing mentorship, development and creating a learning culture, built on effective communication, and is recognised as a positive role model.
- Promote and support an appropriate skill mix within the staff structure of R&D, development of new roles and multi- and cross-disciplinary working with UHP R&D functions as appropriate to support the research strategies.
- Fully line manage Senior R&D colleagues within the R&D Department including individual performance management, appraisal, and development of staff to optimise individual and organisational performance.
- Responsible for developing plans to ensure effective team building across the R&D management teams and functions within the department is established to create a productive and facilitative working environment.
- Ensure all staff have access to continuing professional education and development, to optimise individual and team performance in delivering on the strategic objectives within the Trust's R&D functions.
- Communicating effectively and appropriately with a range of individuals and staff groups, at times in highly contentious or sensitive, hostile, or antagonistic environments
- Responsibility for managing staff conflict resolution and complaints.

- Ensure all R&D Staff comply with the Trust's standing financial instructions, agreed R&D standing financial instructions and other Trust policies and procedures.

Equality and Diversity

The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Training and Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

COMMUNICATIONS & WORKING RELATIONSHIPS

- As this is a senior role, the candidate must be able to effectively communicate in all settings, even if the issue is highly contentious or sensitive or is met with hostile or antagonistic behaviours.

- Develop key relationships with senior operational leads within UHP, UoP and all other external partners to undertake high level negotiations and influencing at a very senior level.

- Act as an ambassador for the operational aspects of the UHP R&D functions in a variety of settings.

- Be responsible for delivering a robust marketing strategy for UHP R&D, both to internal and external audiences, directing the work of associated staff to ensure effective and timely delivery of marketing messages and communications.

Relationships

Internal
- Chief Medical Officer
- Chief Nursing Officer
- Senior R&D Colleagues
- Lead Research Nurse
- Executive Board Members
- Research Delivery Teams
- Researchers
- Support Services: Pharmacy, Pathology, Radiology etc

External
- NIHR Peninsula Regional Research Delivery Network
- Executive Dean of Faculty of Health, UoP
- Research Director for Faci;tu pf Jea;tj. UoP
- Associate Dean for Research , Faculty of Health, UoP

- Heads of School, Faculty of Health UoP
- Director, Peninsula Clinical Trials Unit (PenCTU)
- Head, Joint Clinical Research Office (UHP and UoP)
- Deputy Vice Chancellor (Science) of the University of Plymouth
- SW Health Innovation Network
- Department for Health & Social Care
- Other key National Institute for Health Research platforms, including PenARC
- Commercial partners & clinical research organisations
- Primary Care Partners and Community Partners
- Public Health
- Community partners

LIFE SCIENCES INDUSTRY

- Establish mutually beneficial relationships with life sciences industry partners in collaboration with the RRDN to maximise the opportunities available for the benefit of our population
- Champion UHP`s capacity and capability to support life sciences industry research and the contribution of the Life Sciences Industry to the NHS
- Work with the RRDN to drive forward strategies to support the needs of Life Sciences Industry research regionally and nationally

OTHER

SPECIAL WORKING CONDITIONS

PHYSICAL EFFORT:
Some physical effort is required; the job will be mainly office based, but will also require frequent travelling across Trust sites and external to the Trust. The post also involves long period of time sitting working at a PC**.**

MENTAL EFFORT*:*
Concentration for a number of hours at a time will be required most of the day, processing complex information and creating documents involving analytical skills. Frequent interruptions are also likely along with the requirement to work on multiple pieces of work at any one time.

EMOTIONAL EFFORT*:*
The post holder will be required to deal with challenging situations involving conflict and at times highly contentious or sensitive, hostile or antagonistic environments.

WORKING CONDITIONS:
It is not expected that the post holder will be required to work in difficult working conditions.

All Job Holders are required to: Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.

- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

- Attend statutory, essential and mandatory training.

- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the Data Protection Act 1998.

- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.

- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.

- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.

- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.

- Ensure they attend Child Protection training at the appropriate level within the specified time frame.

- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.

- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.

- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

All Managers are responsible for…

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.

- Managing attendance in accordance with the Trusts Attendance Management Policy.

All Heads of Departments are responsible for…

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

Service Line Managers Budget Responsibility

Service Line Managers are required to confirm the details of their delegated Budget Holders who are responsible for setting budgets for each cost centre. These are the individuals who will be the primary point of contact for exchange of information on the budgets to be set, be involved in setting their budgets and who will sign off their budgets as a correct record of the budget discussions.

A list of all Budget Holders will be maintained by the Finance Department, based on information presented by Service Line Managers. Service Line Managers will take responsibility for the budget setting process, but Budget Holders are responsible for setting the budgets for their cost centres.

Service Line Managers' key responsibilities in relation to budgets are to:

- ensure, and confirm themselves, the formal confirmation of the final budgets by the Budget Holder in the Budget Holder Monthly Checklist;
- deliver the required level of services within the budgets set;
- take action where required and work with their Budget Holders to ensure the above, agreeing budget changes as appropriate;
- represent Budget Holders at Performance Reviews and be able to explain variances to budget and planned corrective actions; and
- ensure that any financial problems or concerns are escalated to the appropriate level for discussion and action.

Budget Holder Responsibilities

The Trust has a devolved management structure, guided by Responsibility Accounting principles, whereby financial duties are delegated from the Accountable Officer (the Chief

Executive) to Executive and Clinical Directors, then to Service Line Managers/Heads of Department and then to nominated Budget Holders. Each Budget Holder's areas of responsibility are defined by the cost centres assigned to them.

Service Line Managers are required to take responsibility for the budget setting process and confirm the details of the Delegated Budget Holders who are responsible for setting budgets for each cost centre. Budget Holders will be the primary point of contact for exchange of information on the budgets to be set, be involved in setting their budgets, taking into account any financial restraints or targets, and sign off their budgets as a correct record of the budget discussions. A list of all Budget Holders will be maintained by the Finance Department.

Budget Holders' key responsibilities in relation to budgets are to:

- confirm formal agreement of their final budget in the Budget Holder Monthly Checklist;
- deliver the required level of services within the budget; and
- take action where required and work with their Service Line Manager to ensure the above, agreeing budget changes as appropriate.

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PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	Comprehensive understanding of research, the NHS and the wider health and care system including associated responsibilities to the public and patients. **Demonstrable extensive experience of working within a large clinical setting as a Senior Manager'.**	Executive level experience Experience of being a Chief or Principal Investigator for a health or care research study in the UK
	Experience of working in the health and care research sector, the health and social care service sector or academic environment at a senior level	
	Comprehensive understanding of the UK research pathway and funding	
	Experience of co-creating and implementing strategies to build capacity and capability for the delivery of health and care research	
	Experience in the design and leadership of health or care research in the UK	
	Experience of developing and implementing remedial actions to support study deliverability	
	Experience of identifying the need for and developing professional workforce development needs	
	Professional research leadership, both strategic and operational at a senior level	
	Experience of working across complex organisational structures and effective matrix management	
	Knowledge of national systems, structures and processes for supporting clinical research in NHS and non-NHS settings	
	Experience of working collaboratively and in partnership with other organisations, with demonstrable experience of delivery across organisational boundaries	

	Evidence of managing effective collaborations and partnerships	
	Good understanding of performance management techniques	
	Political astuteness and understanding of the health & social care context	
	Comprehensive knowledge of programme sponsorship and management	
	Experience of leading continuous improvement	
	Understanding of governance and legislative framework for clinical research in the NHS	
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QUALIFICATIONS	• Professional and current registration as a Nurse, Midwife or Allied Health Professional	Master's level qualification or equivalent
		Management qualification
APTITUDE & ABILITIES	Highly developed leadership, strategic thinking, and planning skills with the ability to demonstrate these in highly political environments	
	Proven leadership skills in the management of change	
	Demonstrable ability to use autonomy to undertake actions because of own interpretation of policy and guidance, providing a source of expert advice to the organisation	
	Ability to make decisions autonomously, when required, on difficult issues	
	Proven interpersonal skills to work with clinical and management colleagues at all levels across a range of organisations and the ability to develop strong working relationships with senior stakeholders	
	Ability to deal with challenging situations in a formal setting	

	Strong external communications skills in a politically sensitive environment with knowledge of and experience in handling media relations	
	Ability to communicate highly complex, sensitive or contentious information orally and in writing, both internally and externally, to a range of audiences	
	Extensive experience of delivering presentations to large groups of stakeholders in often pressured and politically sensitive environments to a high standard (Board level quality)	
	Ability to analyse and interpret highly complex information to make judgements regarding a range of highly complex management issues	
	Strong problem-solving skills	
	Ability to grasp critical issues and distil them into clear arguments/cases and be able to articulate these verbally or in written form	
	Ability to plan, manage, adjust and deliver complex projects involving multiple agencies and individuals and a broad range of activities to tight deadlines	
	Ability to work independently	
	Ability to understand the long term or widespread implications of decisions	
	Willingness to challenge existing practice	
	Good IT skills, particularly in use of Web applications and MS Office applications	
	Ability to travel to different locations across the region and nationally to attend meetings and conferences, representing UHP	
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DISPOSITION / ATTITUDE / MOTIVATION	Highly motivated with the ability to lead and inspire others	
	Appreciation of the impact of organisational culture on service delivery	
	Lives by values which include openness, collaboration, responsiveness, inclusion, personal integrity and creating positive cultures where these values thrive	
	Commitment to supporting the development of staff and understanding of workforce planning	
	Flexible approach to working	
	Attention to detail	
	Outcomes and solution focussed	
	Acts as a champion for patients and their interests, ensuring the patients' voice has an impact on UHP R&D activities	
	Commitment to and focused on quality, promotes high standards in all they do	
	Able to make a connection between their work and the benefit to patients and the public	
	Works well with others, is positive and helpful, listens, involves, respects, and learns from the contribution of others	
	Consistently looks to improve what they do and seeks out innovation	
	Self-awareness regarding emotional intelligence, biases and sensitivities	
	Demonstrates honesty and integrity and promotes organisational values	
OTHER FACTORS	Information Technology Skills	Clean Drivers Licence