

## Why Our Trust?

### Terms and conditions

**Post:** NIHR Regional Research Delivery Network (RRDN) Health & Care Research Director

**There are two roles: one for a registered medical doctor, and one for a registered nurse, midwife or allied health professional.**

**Division:** Trust Services

**Department:** NIHR Regional Research Delivery Network (RRDN)

**Band:** NHS Agenda for Change Band 8d or relevant clinical scale

**Location:** Whitefriars, Bristol, with travel across the South West Central region  
 Our team currently work in a hybrid way, with at least 40% of time face-to-face

**Hours of work:** 0.4 WTE for each role

**Contract length:** Permanent

**Annual leave:** Up to 33 days dependant on NHS Service

**Pension:** The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

### Job Purpose

Working together the two RRDN Health & Care Research Directors (one Medic and one Nurse, Midwife or Allied Health Professional, (NMAHP)) will be the senior officers responsible for working with health and care professional leaders to support the development of research delivery leadership and associated staff.

They will play a key leadership role in the on-going engagement, development and oversight in their respective communities of practice. They will also coordinate the work of the regional RRDN Specialty and Settings Leads. The Medical Health & Care Research Director will coordinate the RRDN Specialty Leads and the NMAHP Health & Care Research Director will coordinate the RRDN Settings Leads.

### About UHBW

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

### What you'll love about working at UHBW

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-Super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar** - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

**Job Purpose - continued**

The purpose of the RDN is to support the effective and efficient initiation and delivery of funded research across the health and care system in England for the benefit of patients, the health and care system and the economy. The RRDN Health & Care Research Directors will support this purpose by developing and maintaining positive and constructive relationships with health and care leaders in the RRDN region to ensure capacity and capability of the professional research workforce and facilitate cross-specialty and cross-setting collaborations and research.

In collaboration with the RRDN Strategic Development Director the RRDN Health & Care Research Directors will assist the development of the RRDN 3 year Strategic Plan. This plan will be in line with the national RDN strategic priorities and initiatives but translated into deliverable priorities for the RRDN region.

Working with the clinical communities of practice, they will identify workforce development opportunities and thereby assist in increasing the research capacity and capability within the region and nationally, with particular emphasis on addressing the needs of the life sciences industry (across both commercial contract and commercial collaborative research).

In collaboration with the RRDN Operations Directors they will coordinate the provision of expert proactive advice regarding study design to optimise deliverability and assist in the identification of sites and Principal Investigators, and provide reactive advice and support where study delivery or performance is an issue.

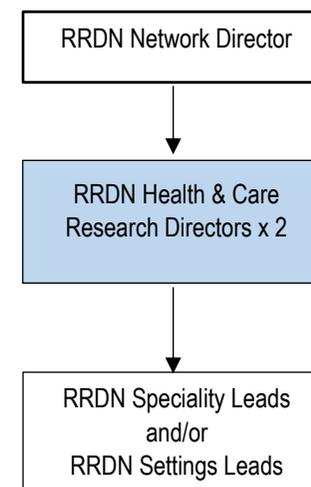
The RRDN Health & Care Research Directors will work with the new NIHR Regional Research Leadership Offices (RRLOs) to develop complementary activities regarding strategic workforce development for the aligned aim of increasing research capacity and capability, the RRLO having a focus on the clinical academic community.

Alongside their regional responsibilities the RRDN Health & Care Research Directors will co-develop and lead national programmes of work in collaboration with the RDN Coordinating Centre (RDNCC).

**Key Relationships**

- NIHR RDN Executive Team
- NIHR RDN Senior Management Team
- National Specialty Leads
- NIHR Nursing & Midwifery Office
- RRDN Speciality Leads
- RRDN Settings Leads
- Peer NIHR RRDN Health and Care Research Directors
- RRDN Strategic Development Director
- RRDN Operations Director
- Senior leaders within the RRDN region for other NIHR infrastructure and entities, NHS England, Academic Health Science Networks (AHSNs), Integrated Care Boards (ICBs)/Integrated Care Systems (ICSs), NHS Trusts, Primary Care providers, Universities, Local authorities, and other providers of health and social care services

**Departmental/Directorate Organisational Chart**



### Main Duties and Responsibilities

#### STRATEGIC LEADERSHIP

- Be accountable for appointing, coordinating and supporting the work of RRDN Specialty and Settings Leads. The Medical Health & Care Research Director to support the Specialty Leads and the NMAHP Health & Care Research Director to support the Settings Leads
- 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
- Ensuring expert advice is provided to RDN leaders and their teams, along with RDN stakeholders regarding study design and delivery to optimise deliverability and assist in the identification of sites and Principal Investigators
- Providing expert advice to the research delivery workforce regarding study delivery
- 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
- Working closely with the Regional Research Leadership Office to develop complementary activities regarding strategic workforce development
- Supporting and enabling RDN national strategies in the RRDN region to build research capacity and capability, particularly in respect of commercial research
- Be responsible for supporting the development and delivery of a 3-year RRDN Strategic Implementation Plan in line with the RDN strategic aims and national 3-year plan. The RRDN Strategic Implementation Plan will be developed in conjunction with regional partners, including NHSE regional offices, ICSs, AHSNs, patients and the public
- Coordinating the work of RDN Setting and Specialty Leads in the development and delivery of national and regional strategic development priorities
- Maintain expert and in-depth knowledge of the capacity and capabilities of the infrastructure, settings, sites and investigators available to support and deliver research in the RRDN region (particularly in respect of commercial research)
- Being a visible leader and actively promoting a culture of staff development, collaboration, positive staff experience, wellbeing and inclusion, and embedding patient, carer and public involvement within the RRDN at all appropriate levels of decision making

- Develop, lead and deliver significant national programmes of work on behalf of the RDN Board
- Actively promote equality of opportunity, inclusivity and diversity in the RDN, for research participation and RDN staff
- Engage effectively with NHS organisations to maximise reach, impact and delivery of the RDN and its initiatives
- Enable collaborative relationships through effective network leadership, acting as a role model for others
- Work with partners across the RRDN region and nationally to progress improvements and transformation activities ensuring the RDN can realise the opportunities which come from working across the wider health and social care system
- Be accountable for the development and delivery of strategies for increasing research capacity and capability inside and outside of the NHS, working with NHSE regional offices, ICSs, AHSNs, patients and the public
- Actively contribute to national NIHR community engagement initiatives to increase access to health and care research for under-served groups and lead regional strategies to deliver this across the RRDN region

#### BUSINESS PLANNING

- Be responsible for supporting the development and delivery of a 3-year RRDN Strategic Implementation Plan in line with the RDN strategic aims and national 3-year plan. The RRDN Strategic Implementation Plan will be developed in conjunction with regional partners, including NHSE regional offices, ICSs, AHSNs, patients and the public
- Contribute to the oversight and development of RRDN business, financial, strategic development and impact plans, and associated reports
- Develop and optimise potential for high quality and sustainable health and care research within the region and nationally in alignment with RDN vision, direction and strategic aims
- Ensure all business planning, implementation and reporting requirements are met in line with the RRDN Host Organisation Contract
- Ensure effective mechanisms and services are in place for the continued support of the RDN Portfolio, with particular emphasis on addressing the needs of the life sciences industry

#### OPERATIONAL MANAGEMENT

- Be accountable for appointing, coordinating and supporting the work of RRDN Specialty and Settings Leads. The Medical Health & Care Research Director to support the Specialty Leads and the NMAHP Health & Care Research Director to support the Settings Leads
- Ensure that the RRDN is managed in line with the requirements of the RRDN Host Organisation Contract
- Ensure that the RRDN provides effective, high quality and nationally consistent services
- Ensure that relevant national strategies, policies and frameworks are fully implemented and associated targets met

#### ORGANISATIONAL DEVELOPMENT

- Be a visible leader and actively promoting a culture of staff development, collaboration, positive staff experience, wellbeing and inclusion, and embedding patient, carer and public involvement within the RRDN at all appropriate levels of decision making
- Be an ambassador for RDN and actively modelling and championing RDN values
- As part of the RRDN Senior Leadership Team, advance the development of a highly professional and expert team to ensure effective delivery through appraisal, personal development planning, coaching and mentoring
- Develop effective working relationships with NHSE regional offices, ICSs, AHSNs, LETBs and other local stakeholders and partners
- Ensure professional supervisory arrangements are in place for the RRDN Staff (the RRDN Core Team, RRDN Agile Research Support Team, and RRDN Specialty and Settings Leads)
- Promote a learning organisation that uses the knowledge and skills of all members to improve performance and generate helpful and shared outputs
- Contribute to the ongoing development of the vision and direction for the RDN and translate into deliverable priorities for the RRDN

#### PERFORMANCE MANAGEMENT

- Provide strong leadership, engaging with the regional research community to support and enable the efficient set up and delivery of RDN Portfolio research, with particular emphasis on addressing the needs of the life sciences industry
- Contribute to the establishment and oversight of effective systems and processes for robust performance management to ensure the RRDN Host Organisation Contract is adhered to
- Analysis of complex and often conflicting data to identify strategic priorities and business plan activities
- Identify areas of underperformance and take the necessary action to resolve, using appropriate risk management approaches and escalations

#### LIFE SCIENCES INDUSTRY

- Establish mutually beneficial relationships with life sciences industry partners in collaboration with the RDNCC to maximise the opportunities available for the benefit of our population
- Champion the RDN's capacity and capability to support life sciences industry research and the contribution of the Life Sciences Industry to the NHS
- Drive forward the RDN strategies to support the needs of Life Sciences Industry research regionally and nationally
- Ensure that RRDN services provided to the Life Sciences Industry are provided consistently, within the required timeframes and to a high quality standard and in line with identified national RDN requirements

#### FINANCIAL MANAGEMENT RESPONSIBILITIES

- Ensure that defined financial procedures and arrangements are adhered to and that these are in line with the RRDN Host Organisation's financial regulations and RDNCC guidance
- Ensure value for money and strive for continuous efficiencies in use of funding

#### CONTINUOUS IMPROVEMENT

- Utilise performance and other available data including benchmarking to identify and drive forward improvements in service delivery and performance
- Ensure robust mechanisms for continuous operational and business improvement processes are utilised to support the delivery of transformational change across the RDN
- Take responsibility for the implementation of all relevant RDN and RRDN policies and procedures

#### NHS AND NON-NHS ENGAGEMENT

- Develop and foster effective relationships and collaborations with stakeholders such as, but not limited to, ICS/ICBs, HEIs, charities, other NIHR infrastructure, NHSE/I, AHSNs, to enhance and promote research and development across the health and care economy
- Ensure engagement and commitment from regional NHS organisations / providers of NHS services, other parts of NIHR and key external stakeholders as appropriate to enable implementation of RDN strategies
- Work across the health and care specialties to identify and develop further opportunities to embed research into the NHS, non-NHS and wider health and care environment

#### ENSURING PATIENT, CARER AND PUBLIC IMPACT ON DELIVERY OF RDN STRATEGY

- Act as a champion for patients, carers and the public, ensuring that their interests are meaningfully incorporated into the development and delivery of the RDN and RRDN
- Ensure all patient, carer and public involvement and engagement activities of the RRDN are of the highest professional standard
- Embed patient, carer and public involvement within the RRDN at all appropriate levels of decision making

#### CORPORATE GOVERNANCE

- Ensuring that the RRDN and its associated services are provided in line with the RRDN Host Organisations corporate governance requirements

Personal Profile - (E) = Essential (D) = Desirable

**Knowledge and Experience**

- Comprehensive understanding of research, the NHS and the wider health and care system including associated responsibilities to the public and patients (E)
- Experience of working in the health and care research sector, the health and social care service sector or academic environment at a senior level (E)
- Comprehensive understanding of the UK research pathway and funding (E)
- Experience of co-creating and implementing strategies to build capacity and capability for the delivery of health and care research (E)
- Experience in the design and leadership of health or care research in the UK (E)
- Experience of developing and implementing remedial actions to support study deliverability (E)
- Experience of identifying the need for and developing professional workforce development needs (E)
- Professional research leadership, both strategic and operational at a senior level (E)
- Experience of working across complex organisational structures and effective matrix management (E)
- Knowledge of national systems, structures and processes for supporting clinical research in NHS and non-NHS settings (E)
- Experience of working collaboratively and in partnership with other organisations, with demonstrable experience of delivery across organisational boundaries (E)
- Evidence of managing effective collaborations and partnerships (E)
- Good understanding of performance management techniques (E)
- Political astuteness and understanding of the health & social care context (E)
- Comprehensive knowledge of programme sponsorship and management (E)
- Experience of leading continuous improvement (E)
- Understanding of governance and legislative framework for clinical research in the NHS (D)
- Executive level experience (D)
- Experience of being a Chief or Principal Investigator for a health or care research study in the UK (D)

**Qualifications and Training**

- Professional registration as a Medical Doctor, Nurse, Midwife or as an Allied Health Professional (E)
- Masters level qualification or equivalent (E)
- Management qualification (E)

**Aptitudes**

- Highly motivated with the ability to lead and inspire others (E)
- Appreciation of the impact of organisational culture on service delivery (E)
- Lives by values which include openness, collaboration, responsiveness, inclusion, personal integrity and creating positive cultures where these values thrive (E)
- Commitment to supporting the development of staff and understanding of workforce planning (E)
- Flexible approach to working (E)
- Attention to detail (E)
- Outcomes focussed (E)
- Acts as a champion for patients and their interests, ensuring the patients' voice has an impact on RDN activities (E)
- Commitment to and focused on quality, promotes high standards in all they do (E)
- Able to make a connection between their work and the benefit to patients and the public (E)
- Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others (E)
- Consistently looks to improve what they do and seeks out innovation (E)
- Self-awareness with regard to emotional intelligence, biases and sensitivities (E)
- Demonstrates honesty and integrity and promotes organisational values (E)

### Skills and Abilities

- Highly developed leadership, strategic thinking and planning skills with the ability to demonstrate these in highly political environments (E)
- Proven leadership skills in the management of change (E)
- Demonstrable ability to use autonomy to undertake actions as a result of own interpretation of policy and guidance, providing a source of expert advice to the organisation (E)
- Ability to make decisions autonomously, when required, on difficult issues (E)
- 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 (E)
- Ability to deal with challenging situations in a formal setting (E)
- Strong external communications skills in a politically sensitive environment with knowledge of and experience in handling media relations (E)
- Ability to communicate highly complex, sensitive or contentious information orally and in writing, both internally and externally, to a range of audiences (E)
- Extensive experience of delivering presentations to large groups of stakeholders in often pressured and politically sensitive environments to a high standard (Board level quality) (E)
- Ability to analyse and interpret highly complex information to make judgements regarding a range of highly complex management issues (E)
- Strong problem solving skills (E)
- Ability to grasp critical issues and distil them into clear arguments/cases and be able to articulate these verbally or in written form (E)
- Ability to plan, manage, adjust and deliver complex projects involving multiple agencies and individuals and a broad range of activities to tight deadlines (E)
- Ability to work independently (E)
- Ability to understand the long term or widespread implications of decisions (E)
- Willingness to challenge existing practice (E)
- Good IT skills, particularly in use of Web applications and MS Office applications (E)
- Ability to travel to different locations across the region and nationally to attend meetings and conferences, representing the RDN (E)
- Ability to use Google Suite products (E)

### Continuous Improvement

Patient First is a long-term, tried and tested, approach to improvement that will fundamentally change the way we do things at UHBW.

It will help us deliver our Trust strategy and achieve our mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day. It will see us move from trying to do too many things to working together on fewer goals and doing them well - with the patient at the heart of everything we do. Patient First will help us to live our values. No matter what your role, whether you are clinical or non-clinical, you are best placed to know where improvement needs to happen, and you will be encouraged and supported and given the tools you need to do this. You will receive training, coaching and support to undertake improvements no matter how small or large they are, and you will be empowered to resolve problems and issues at a local level.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.