

## **Job Description**

### **Director – Northern Ireland Clinical Research Network (NICRN)**

<b>Reports to:</b>	<b>Director of HSC R&amp;D and Assistant Director of HSC R&amp;D Division, PHA</b>
<b>Hours:</b>	<b>Up to eight hours per week (it is anticipated that the working time can be flexible)</b>
<b>Term:</b>	<b>3 years with potential renewal subject to appraisal</b>
<b>Salary:</b>	<b>Equivalent to eight hours per week of current substantive contract</b>

### **Job Summary**

The Director will lead a NI Clinical Research Network with the aim of facilitating the delivery of high-quality clinical research across all Health and Social Care (HSC) structures.

The Director will provide overall leadership for all aspects of the NICRN's work and its development, supported by the NICRN Coordinating Centre (NICRN CC) senior management team and the NICRN Steering Group.

The Director will lead the development of the NICRN and its activities by encouraging local clinicians and HSC organisations engagement with the NICRN portfolio of studies building upon local clinical strengths and research interests and priorities.

The Director will work pro-actively in engaging with various stakeholders to increase opportunities for collaboration and co-production of knowledge, in order to promote best practice and dissemination and implementation of research findings.

The Director will lead the management and governance of the NICRN's activity and will hold direct line management responsibility for the NICRN CC senior management team.

The Director will lead the Network's efforts in building research capacity by enhancing the research potential of local HSC organisations, their clinicians and researchers and raise the profile of Northern Ireland clinical research nationally and internationally.

The Director will lead the network through any organisational change and be supported by the NICRN CC senior management team, NICRN Steering Group and NICRN Clinical Leads.

## **Specific Responsibilities**

### 1. Network Development

- Ensure that the NICRN, including the NICRN CC, is properly resourced to provide an efficient and effective organisation for the delivery of high quality research regionally, with processes that define and support the core functions and operation of the NICRN.
- Overcome barriers to participation in clinical research thereby increasing clinical research activity throughout Northern Ireland.
- Ensure provision of an education and training programme to support all aspects of NICRN activity.
- Ensure the efficient implementation of the regional strategy for Patient and Public Involvement for Health and Social Care Research within all appropriate NICRN platforms/structures including protocol design, on-going trial activity, trial completion and dissemination.
- Oversee the development of ICT systems that are fit for purpose.

### 2. Portfolio Development and Monitoring

- Lead the development of a relevant and balanced NICRN portfolio in conjunction with the NICRN CC senior management team and NICRN Clinical Leads.
- Maintain an up to date working knowledge of local, national and international developments in clinical research and provide relevant guidance for the NICRN.
- Ensure there is a robust and timely feasibility and adoption process for NICRN clinical research.
- Ensure that NICRN has comprehensive and consistent Standard Operating Procedures (SOPs) and work instructions that are complimentary to and compliant with hosting organisation policies and covering all appropriate aspects of NICRN activity.
- Ensure appropriate performance management of the NICRN Portfolio and provision of accrual updates for the NICRN Portfolio.

### 3. Staff Management

- Direct, and be responsible for, the work of the NICRN CC senior management team.
- Contribute to the recruitment, training, support and appraisal of NICRN CC staff and NICRN research staff.
- Liaise with NICRN Clinical Leads and other NICRN staff to ensure consistency and to promote good practice.

### 4. Communication and Integration

- Ensure there are effective internal and external communication mechanisms to communicate the aspirations and achievements of the NICRN to a range of audiences, through a variety of media.

- Ensure robust reporting mechanisms are in place and timely provision of reports is achieved.
- Establish and maintain effective working relationships with the HSC R&D Division, Directors of Research in HSC Trusts, HSC Trust Research Offices, NICRN Clinical Leads, the wider UK Clinical Research Networks, Industry, commissioning bodies and other relevant groups/individuals.
- Establish and maintain effective working relationships with other HSC R&D Division supported research infrastructure (e.g. NI Clinical Trials Unit, NI Clinical Research Facility, the Clinical Translational Research and Innovation Centre, HSC Innovations etc.)
- Represent the NICRN at regional, national and international meetings.
- Liaise with the wider UK Clinical Research Networks representing the NICRN across a range of national committees and working groups to ensure close and integrated working with all the other devolved nations.
- Participate as required in regional research governance projects.

#### 5. Financial and General Management

- Oversee the management of the NICRN budget to maximise the utilisation of available resources, underpinned by proper costing and income management processes.
- Provide an annual report, business plan and financial returns as required
- Oversee the introduction and implementation of systems to enable the NICRN to comply with nationally-agreed performance, financial and planning requirements and report on progress as required.
- Identify sources of additional support (financial or otherwise) where the need arises and negotiate to secure and distribute additional resources as appropriate.
- Maintain a working knowledge of current legislation regarding participation in research including Good Clinical Practice, Research Governance and Data Protection.

This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the Director of the NICRN will operate.

**Candidates may be required to attend an interview. Applicants will need to demonstrate that they have the required competencies to be effective in this senior role.**

**The Public Health Agency is an Equal Opportunities Employer**

## **Person Specification**

- A clinician/academic (of any profession) holding a PhD or MD with knowledge and experience of clinical research.
- Substantial knowledge of the local health research economy, meaning knowledge of and/or involvement with the researchers, research activities, structures and strategies of local HSC organisations, academic units, and a demonstrable understanding of the various issues that affect the different HSC sectors and constituencies.
- Established local credibility in a leadership capacity and a commitment to clinical research in all HSC sectors with the ability to lead/negotiate across organisations, the skills to hold others to account, and the personal commitment and interest to champion the NICRN
- Substantial personal experience of conducting later-phase clinical trials and other well-designed studies.
- Experience of successful coordination of clinical studies at a national level, either individually or in collaboration.
- Experience of working in multi-professional teams and experience in staff line management, including management of administrative and other non-clinical staff.
- Knowledge of the governance and legislative framework for conducting clinical research studies.
- Knowledge of current systems and structures for the funding and support of clinical research in the HSC.
- Experience of working with the major funding bodies in the UK, including the Government, Research Councils, charitable and the industry sectors.
- Proven ability to communicate highly complex information both orally and in writing to a range of audiences, including the general public.
- High-level planning, organisational and networking skills.

### Desirable Skills

- Track record as a Chief/Principal Investigator of winning competitive national research funding, experience of administering research grants, and knowledge of HSC/NHS financial procedures and a commensurate record of high quality publications.