

THE POST

School/Service: University of Exeter Medical School <http://www.exeter.ac.uk/medicine/>

Post: PenCLAHRC Operational and Finance Manager

Reference No: P00003

Grade: G

Reporting To: The Director of PenCLAHRC

Key Function links to: College Manager
Vice Dean (Research)
Assistant College Manager (ACM Research and Knowledge Transfer Services)
Assistant College Manager (ACM Finance)
Members of the PenCLAHRC Management Board and Executive Group
NHS Trust R&D Managers
NHS Trust R&D Support Staff

Job Description

Context

The National Institute for Health Research Collaboration for Leadership in Applied Health Research and Care for the South West Peninsula (NIHR CLAHRC SWP) – generally known as PenCLAHRC – is an applied health research initiative funded from October 2008 until the end of December 2013. Its fundamental objective is to improve health outcomes for patients and the public through the conduct and translation into everyday practice of patient-focused applied health research. PenCLAHRC seeks to improve both the clinical and cost effectiveness of services and increase the use of evidence in clinical practice and policy.

PenCLAHRC research and associated educational activity aspires to further embed and fuel the partnership between the NHS and academia in the far South West. The initiative has strived to increase collaborative activity in applied health research, enabling us to create economies of scale and build research and implementation capacity, and thus allowing us to be a major sustainable contributor to this field.

PenCLAHRC is designed to provide the environment and infrastructure to facilitate the identification of key research questions by NHS organisations, clinicians and managers, and members of the public, and the means to conduct primary and secondary research needed to answer them. The funding has enabled the promotion of engagement and involvement in research that reflects real clinical concerns, contributing to the creation of a more research receptive culture in the local NHS. This engagement is crucial to secure our ultimate aim of fundamentally changing the way applied health research is conducted and valued by the health community (and external research funders), such that it is readily sustainable beyond the original five year duration of the pilot.

The collaboration is a partnership between the University of Exeter, Plymouth University and the NHS Trusts in Devon and Cornwall. Professor Stuart Logan is the Director of PenCLAHRC as well as lead for the

University of Exeter's Science Strategy Translational Medicine, Personalised Healthcare and Public Health theme. The majority of the academic staff are employees of the University of Exeter within the Medical School, although there are some collaborative projects with the College of Life and Environmental Sciences.

PenCLAHRC website: <http://clahrc-peninsula.nihr.ac.uk/>

University of Exeter Science Strategy: <http://www.exeter.ac.uk/research/excellence/researchandkeythemes/medicine/>

University of Exeter Medical School: <http://www.exeter.ac.uk/medicine/>

Main Purpose of the job

The key purpose of the post is to provide support to the Director of PenCLAHRC in all financial and operational aspects of the pilot project. The role holder will ensure successful delivery of the key objectives for PenCLAHRC utilising and developing the governance and accountability structures for the Collaboration. This will require the role holder to build strong professional relationships with key stakeholders and ensure effective channels of communication at all levels.

Main duties and responsibilities

1. To have strategic responsibility for the delivery of PenCLAHRC's objectives. This will involve:
 - a. performance monitoring, including measuring and monitoring research outputs and outcomes (there are strong lines of accountability to the National Institute of Health Research)
 - b. presenting regular progress reports to the Management Board
 - c. advising the Management Board on any changes to the overall pilot with time in the light of developing knowledge and understanding
2. To maintain and strengthen the internal administrative and governance structures associated with the PenCLAHRC management model. This will include providing support to key committees of the Collaboration such as the Management Board, the Executive Group and the Strategic Advisory Board.
3. To liaise with NHS and University staff to ensure strong and appropriate governance links are in place.
4. To create networks with the local NHS Research & Development (R&D) Managers and support staff in order to build a strong administrative interface with NHS R&D management structures in the region.
5. To work closely with the Medical School's ACM (Research and Knowledge Transfer Services) to ensure effective working relationships with the School and RKT, in order to assist the development of a strong academic base for the work of PenCLAHRC.
6. To carry out financial monitoring and work closely with the ACM (Finance) to advise the Director of PenCLAHRC on the management of budgets associated with the project, including preparation of the business plan.
7. To manage promotion and dissemination of information about the project. This will include acting as editor of the PenCLAHRC e-newsletter and developing other good channels of communication amongst all key members and stakeholders.
8. To have overall responsibility for the website in terms of content management and working closely with relevant stakeholders with regard to the design and technical maintenance.
9. To work with the relevant stakeholders to utilise and, where necessary, develop, appropriate management information systems that will support the work of PenCLAHRC.
10. To represent PenCLAHRC within the regional NHS and at relevant external events as deemed appropriate by the Director of PenCLAHRC
11. To manage the support staff associated with PenCLAHRC

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification:

In their application, applicants must be able to demonstrate, through examples, that they meet the essential criteria for this role.

Area	Essential	Desirable
Attainments and qualifications	<ul style="list-style-type: none">• Educated to degree level or holding significant graduate level employment experience	<ul style="list-style-type: none">• Postgraduate qualification or equivalent level employment• Relevant professional qualification
Prior experience	<ul style="list-style-type: none">• Project management• Contracting, financial and output monitoring	<ul style="list-style-type: none">• Working within a Medical School• Working within a research intensive organisation• Working within Health Services• Management of collaborative, multi-organisation activities
Skills and understanding	<ul style="list-style-type: none">• Project management, particularly sub-contracting, financial and output monitoring• Good time management skills• Ability to analyse and develop systems and procedures• Excellent communication skills in the following areas: negotiation, persuasion, conflict resolution, motivation of others• Methodical and well organised• Ability to understand and work effectively in teams• Report writing skills• Good IT Skills	<ul style="list-style-type: none">• Understanding of issues involved in a research environment in Higher Education and NHS• Knowledge of Higher Education and NHS management structures
Attitudes	<ul style="list-style-type: none">• Willingness to travel throughout the region• Self-motivated with drive and energy• Ability to work with minimum supervision, with a knowledge of when to ask for help	

Informal Enquiries

For an informal discussion please contact Professor Stuart Logan, PenCLAHRC Director: Email: Stuart.Logan@exeter.ac.uk or Tel: 01392 262963.

Additional Information Relating to the Post

Salary

Salary will be from £39,257 up to £52,706 pa on Grade G per annum subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance).

The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at http://admin.exeter.ac.uk/personnel/international_staff/pointsbasedsystem.shtml. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting http://admin.exeter.ac.uk/personnel/terms_conds

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership.

The USS is a contracted-out scheme and the employee's contribution is 6.35% of gross salary. The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should

request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Personnel and Staff Development website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is midnight on **Monday 24 September**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at www.exeter.ac.uk/jobs . Please quote reference number **P0003** in any correspondence.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Personnel, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.