

Job Title: Research Inclusion Project Manager

Grade: 7

Salary: £40,704 to £46,049 per annum (pro rata for part time hours)

Department: Division of Public Health and Epidemiology, School of Medical Sciences

Hours/Contract: Full time or part time (minimum 0.8FTE, 30 hours per week) and fixed-term to 31st March 2029

Job Family: Management and Administration

Reference: 13840

Role Purpose

Working on behalf of the National Institute for Health & Care Research (NIHR) Research Support Service (RSS) National Network, the Research Inclusion Project Manager will implement and evaluate the NIHR RSS's research inclusion strategy and actions. They will be responsible for driving research inclusion activities, advancements and initiatives nationally, strategic delivery and monitoring of national work programmes, and nurturing and maintaining productive relationships with organisations and stakeholders within and beyond the NIHR RSS.

The NIHR RSS provides support and advice to researchers developing funding applications at all stages of the research pathway. Our service is delivered by eight 'Hubs', each a partnership of research groups, organisations and clinical CTUs with expertise in applied health and care research. Some of these Hubs also host Specialist Centres for either social care or public health research, and there is also specialist support for industry research.

The NIHR RSS embeds equality, diversity and inclusion (EDI) in all that we do. The scope of this vision includes NIHR RSS staff and public contributors, researchers that seek support from the NIHR RSS, and research participants who take part in research that the NIHR RSS contributes to the design and delivery of.

The post holder will be based in the Division of Public Health and Epidemiology in the School of Medical Sciences at the University of Leicester. They will work under the direction of the NIHR RSS's national lead for equality, diversity and inclusion (EDI), Dr Rebecca Barnes. They will also regularly liaise with other Hubs and Specialist Centres.

Main Duties and Responsibilities	% Time
Project planning and delivery - Gather, synthesise and support the use of evidence and the implementation of good practice in research inclusion across the RSS nationally. - Ensure organisation of effective national RSS meetings relating to research inclusion, including setting meeting agendas and planning events. Ensure agreed actions are tracked and implemented, such as through task-and-finish groups. - Track progress of project milestones and identify and mitigate risks to timely	





and successful delivery.

- Ensure the appropriate involvement of public contributors in research inclusion projects and governance meetings, in line with the UK Standards for Public Involvement. This includes supporting induction, training and briefing/debriefing.

Monitoring and evaluation

- Collect, curate and disseminate data from NIHR RSS Hubs and Specialist Centres, including through annual reporting to NIHR.
- Develop and implement approaches to capturing the impact of research inclusion activities.

Dissemination and communication

- Develop and deliver written reports, presentations, posters and other outputs to share the progress and outputs of research inclusion initiatives.
- Develop and curate high-quality, multi-media research inclusion resources and events (e.g. webinars) for staff, researchers and public audiences.
- Build collaborative, reciprocal relationships with NIHR RSS Hubs and Specialist Centres, other parts of NIHR and wider research infrastructure to design and deliver joint research inclusion initiatives.
- Collaborate with other NIHR RSS NC work packages (e.g., Operational Delivery, Methods Development, Capacity Development) to promote harmonisation, knowledge exchange and collaboration.
- Track and disseminate key research inclusion policy and practice developments in the NIHR and other research infrastructure.

Training

- Regularly review your own training needs and attend to training as necessary

Other duties

- Plan and organise own workload according to priorities and be flexible as necessary.
- Promote a positive and inclusive research culture and observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety.

Internal and External Relationships



The role-holder will be line managed by Dr Rebecca Barnes, EDI Lead for the NIHR RSS Network.

They will also work closely with staff and public contributors in other RSS Hubs and Specialist Centres and RSS Network colleagues, particularly the Patient and Public Involvement and Engagement work package.

They will collaborate externally with other relevant organisations and stakeholders to nurture collaboration and knowledge mobilisation.

Planning and Organising

Responsible for the Project management of the responsibilities described above to drive the delivery of the NIHR Research Support Service Research Inclusion Strategy.

Use ~~excellent~~ project management skills to ensure timely, efficient and meaningful delivery of research inclusion initiatives. This may include adaptation of plans and rapid responses to emergent priorities.

Work independently to agreed priorities, ensuring that deliverables are met within agreed timelines.

Qualifications, Knowledge and Experience

Essential

- Relevant undergraduate degree or equivalent professional qualification or experience*
- Significant experience of managing and delivering projects involving multiple stakeholders*
- Strong knowledge of the research context, and a passion to contribute towards improving the inclusivity of health and social care research*
- Proven experience of implementing equality, diversity and inclusion initiatives, ideally in relation to research*

Desirable

- Experience of developing resources for different audiences, ideally including the use of creative or novel approaches*
- Experience of building and sustaining networks or communities of practice
- Experience of contributing to peer-reviewed journal articles
- Experience of conducting equality impact assessments
- Experience of facilitating public involvement in projects or within organisations

Skills, Abilities and Competencies

Essential

- Ability to communicate articulately in English in written and oral communication, including the ability to communicate in plain language*
- Ability to ensure that events, meetings and documents are accessible and inclusive*
- Excellent interpersonal skills, including relationship building and influencing, with the





ability to deal confidently with a range of internal and external stakeholders/contacts*

- Ability to systematically collect, analyse and curate high-quality quantitative (administrative) and qualitative data*
- Ability to search, critically review and synthesise academic and grey literature
- Proven problem-solving and risk mitigation skills
- Excellent IT skills, including online collaborative tools (e.g. GoogleDocs), OneDrive, Word, Excel, PowerPoint, Outlook and creative packages such as Canva
- Understanding of how to use artificial intelligence (AI) responsibly in daily working practices
- Excellent attention to detail
- Ability to work under pressure and to manage multiple tasks simultaneously, successfully meeting deadlines
- Ability to handle confidential information with tact and discretion
- Proven ability to work effectively as part of a team
- Ability to use initiative and work independently
- Willingness to travel, as required and be flexible in terms of working hours

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values





Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

