

Job Title:	Senior Research Projects and Partnerships Advisor
Grade:	8
Salary:	£48,350 - £54,395 per annum, (pro rata if part time)
Department:	Population Health Sciences
Hours/Contract:	Part-time (minimum 0.4FTE, 15 hours per week), fixed term contract until September 2028
Job Family	Management and Administration
Reference:	9582

About the role

Newly established as part of National Institute for Health and Care Research (NIHR) research infrastructure, the Research Support Service (RSS) hosted by the University of Leicester is one of eight hubs that have been funded across England (commencing for five years from 1st October 2023). Our RSS Hub is a close partnership between more than 20 research groups and 3 clinical trials units. Collectively, these groups and units comprise more than 1000 experienced researchers across a wide range of specialisms. The aim is to develop capacity in areas of current and future need, to ensure that research design and methodology keep up with new technologies and ways of conducting applied health and social care research.

The RSS hosted by University of Leicester offers a range of research support services, including:

- One-to-one advice clinics and multi-disciplinary discussions with methodologists/advisors (statisticians, social scientists, economists, data scientists, clinical trialists, behavioural scientists, etc).
- Review and feedback on draft funding applications from research advisors and public contributors.
- Advice, support, and funding for public involvement and community engagement in research development, delivery, and dissemination.
- Opportunities to work with partner clinical trials units in support of study set-up, management, data collection, analysis, and reporting.
- Opportunities to collaborate with experienced methodologists and research teams in areas of international strength.

Role Purpose

You will work alongside senior colleagues to plan and deliver an exceptional national service in support of research design and delivery. Your role will include the management of project support to prospective and accepted clients of the RSS. Drawing on your extensive track record of designing and delivering high-quality research and knowledge of a wide range of research methods and approaches, you will act as key interface between researchers using the service and advisors across the partnership. You will give research advice, facilitate the formation of bespoke advice teams, and bring together methodologists and other advisors from across the partnership, as necessary. In working with clients, you will make decisions based on advisor expertise, experience, workload and available budget.



You will have extensive and demonstrable expertise and experience in supporting a wide variety of health and social care research designs. You will be highly organised and an exceptional communicator, with knowledge of the National Institute for Health and Care Research and other national funders of health and social care research

Resources Managed

- Consultancy specialist advice budget oversight (£180,000 over five years)

Main Duties and Responsibilities

RSS Hub Support Coordination

- Delivery and oversight of expert methodological knowledge to assess requests for support from researchers across England by identifying and building bespoke advice teams in response to client needs.
- Responsibility for workload allocation of core-funded RSS advisors (based in Universities of Leicester, Nottingham and Lincoln, University Hospitals of Derby and Burton NHS Trust), ensuring equitable and appropriate employment of staff on project support.
- Development and delivery of a responsive ‘specialist helpdesk’ function to provide high-level research design advice to RSS clients.
- Management of the consultancy specialist advice budget, using expert methodological judgement to determine which applications would benefit from specialist input from partnership experts.
- Lead our RSS Hub triage process to accept or transfer project support from or to other RSS hubs for development, liaising with national RSS colleagues to ensure protocols and processes are adhered to.
- Project manage the RSS service offer of practice interview and the pre-submission review panels. Act as academic scribe to support these service offers, providing formative feedback on research applications to the clients in a timely manner.
- Lead and refine processes for the accurate, timely and secure collection of data about clients and service activity.

Activity Reporting

- Responsibility for preparing comprehensive reports on RSS hub support activities and performance, both for internal purposes and for annual reporting to the service funder (NIHR).

Partnership Relationships

- In conjunction with the RSS Partnership Development Lead, develop and implement a system for identifying and collating expertise in the wider RSS partnership and national network of RSS





hubs and specialist centres.

Other duties

- Represent the RSS hub at a local and national level, giving updates and presentations on our service offer and areas of specialist expertise.
- Personal learning and professional development to attain and enhance skills, knowledge, and competencies.

Internal and External Relationships

- Working closely with the Advisors and Partnership Development Lead (daily).
- Liaison with clients and staff and partners across the RSS hub.
- Establishing and maintaining relationships and collaborations with other RSS hubs and specialist centres.
- Establishing and maintaining productive relationships with people in other relevant organisations, including NHS trusts, social care, public health and National Institute for Health and Care Research groups, units, and networks.

Planning and Organising

- Organising client support whilst maintaining staff workload equity.
- Overseeing accurate and timely activity recording and monitoring.

Qualifications, Knowledge and Experience

Essential

- PhD and/or significant experience in developing and supporting health and social care research. *
- Broad knowledge of a wide variety of research methodologies, designs and approaches. *
- Extensive experience of supporting application development in health and social care research.*
- Up-to-date knowledge of National Institute for Health and Care Research funding streams. *

Desirable

- Experience of external engagement with a range of stakeholders including statutory and third sector organisations, communities and public partners.





- Experience of providing research advice and support to commercial clients (e.g. small and medium enterprises).
- Experience of managing budgets.

Skills, Abilities and Competencies

Essential

- Exceptional planning and organisational skills*
- Proven decision making and problem-solving skills, including ability to initiate actions to improve functions and services*
- Strong collaboration and stakeholder management skills*
- High proficiency in English language and strong written and oral communication skills.
- Ability to influence others, including senior academic staff.
- Strong work ethic and ability to meet challenging deadlines.
- Ability to communicate diplomatically and courteously.
- Able to lead and contribute effectively to a cohesive work team.
- Ability to promote and enact equality, diversity and inclusion throughout the role.
- Excellent time management skills.
- Ability to work flexibly as required and to cope with rapid change.

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

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 expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required





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.

Equality 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 equity 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 equity, diversity and inclusion.

