

Job Title: Research Associate

Grade: 7

Salary: £39,906 to £46,049 per annum,

Division: Global, Lifestyle and Metabolic Health

Hours/Contract: Full-time, fixed term contract for 2 years with possibility of extension

Job Family: Teaching and Research

Reference: 12906

Role Purpose

The Diabetes Research Centre (University of Leicester) and NIHR Leicester Biomedical Research Centre Lifestyle Theme host a multidisciplinary team of internationally renowned researchers who work collaboratively to investigate how therapies used in the management of obesity and/or type 2 diabetes work to affect whole body health, either in isolation or when combined with exercise or nutrition therapies. This includes a growing portfolio of industry collaborations and funding which require complex regulatory approvals and processes (including MHRA).

The post holder will work closely with principal investigators, other senior researchers and a senior Research Fellow to support and increase research income from industry partners and deliver funded work to time and target. They will be responsible for supporting relationships with internal and external partners, preparation of funding applications, as well as helping develop the systems and processes needed to expedite contracts and regulatory approvals. In addition, they will support new regulatory approvals from start to finish, including protocol development, submission, and end-of-trial reporting, as well as subsequent dissemination, and publication. This will involve working closely with various supporting structures and teams across the Diabetes Research Centre, College of Life Sciences, and wider University, as well as close external partners such as University Hospitals of Leicester NHS Trust.

Resources Managed

To support growing pipeline of Clinical Trials of an Investigational Medicinal Products (CTIMPs) with a turnover of >£1 million per annum

Main Duties and Responsibilities

- Support the development of systems and expertise required to expedite sponsor and MHRA regulatory approvals for phase 1-3 CTIMPs
- Work under the direction of the senior Research Fellow, principal investigators and other senior researchers to develop and submit investigator-initiated funding applications to industry partners and collaborators
- Work as an important liaison between the Diabetes Research Centre and key stakeholders for contract development and completion
- Support or oversee protocol development and regulatory submissions for CTIMPs
- Support the regulatory close-out and dissemination of CTIMPs, including drafting papers and reports
- Support data governance, quality and analytical outputs from the research programme as appropriate.
- Assist and provide advice/support to other staff and students within own area of expertise. This may include helping in the supervision of students and other junior members of the team.
- Participate in research leadership, management and administration processes, as required.



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- Ensure compliance with health and safety requirements in all aspects of work.

Professional Development

- Maintain a broad knowledge of up-to-date research and scholarship in relevant fields
- Undertake appropriate training and personal development activities to develop research skills relevant to the studies being undertaken by the group; this may include attendance of internal and external training courses if the opportunity arises.
- Engage in continuous professional development, for example through participation in relevant staff development programmes.

Impact and Knowledge Exchange

- Disseminate and share expertise through communication and public engagement activities.
- Engage in external knowledge transfer, enterprise and engagement activities which increase the external profile of the wider research portfolio within the Diabetes Research Centre and University of Leicester.
- Contribute to increase the external profile of the Diabetes Research Centre as an expert in regulatory processes, contracting and set up of CTIMPs with external partners.
- Engage positively and pro-actively in research impact.

Leadership and Citizenship

- Provide regulatory support and expertise to the wider Diabetes Research Centre team.
- Design and develop the work-plan required to meet deadlines related to the principal responsibilities above, including planning and prioritising work load several months ahead and coordinating with other teams and individuals, whilst also adapting to accommodate new developments, partnerships or strategic directions.
- Contribute to the overall division by attending meetings and seminars as appropriate.
- Be involved in the recruitment, management and development of staff and act as a mentor to colleagues.
- Undertake other divisional roles as may be reasonably required by senior principal investigators or line-manager.

Teaching

- Whilst primarily a research role, the post holder may on occasion be asked to lead or assist with the development and/or delivery of lectures, seminars, tutorials and other classes or public presentations within their areas of expertise, in support of teaching or other education activities delivered by the Diabetes Research Centre.
- When doing the above, the post holder will be expected to support and comply with the University teaching quality assurance standards and procedures including the provision of such information as may be required by the University.

Internal and External Relationships

The post holder will be situated at the Diabetes Research Centre (located at Leicester General Hospital).

The post holder will be expected to liaise closely with industry partners. As such, they will represent the 'face' of the Diabetes Research Centre. As part of this function, they will also be expected to work closely with the Research and Enterprise Division teams in progressing Worktribe submissions and acting as the Diabetes Research Centre representative in contract negotiations.

Within the role, the appointee will be expected to liaise and work closely with all of the teams within



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the Diabetes Research Centre, external research groups that are part of the BRC Lifestyle Theme, and the other research themes across the BRC as well as significant collaborations with research staff across the University of Leicester College of Life Sciences. This may include working with groups across sites at the University Hospitals of Leicester NHS Trust, and with other collaborative organisations as appropriate.

The post holder will be expected to proactively build networks and collaborations across the NIHR Leicester BRC, the Diabetes Research Centre, the College of Life Sciences and the wider University of Leicester, including participation in seminar programmes/networking events to stimulate dissemination of information and collaboration. They will also be expected to seek to establish and maintain related collaborations nationally and internationally, including through regular attendance and presentation at major national and international conferences in the research area.

The appointee will also be expected to liaise and work closely with all of the teams within the Diabetes Research Centre, external research groups that are part of the Biomedical Research Lifestyle Theme, and other research themes.

Planning and Organising

The post holder will be required to manage their time effectively to deliver on the priorities of the various projects and partnership for which they are responsible, designing and implementing collective workplans to meet project timelines and other deadlines.

They will also support in shaping the strategic direction of industry engagement and funding within the Diabetes Research Centre and NIHR Leicester BRC Lifestyle Theme and the Diabetes Research Centre, developing clear long-term plans for sustaining and enhancing the research programme. They may also participate in the division operational planning process, supporting the strategic direction of the Division and College.

When using facilities across the University, the sites of the Hospital Trust or the NIHR Leicester BRC, the post holder will have to plan well in advance to ensure all their requirements will be available for the work to be done.



Qualifications, Knowledge and Experience

Essential

- PhD in a relevant discipline*
- Experience or knowledge of applying for regulatory approvals for clinical trials*
- Expertise and research outputs in the area of exercise, nutrition physiology or obesity*
- Significant research experience and skills in the research area*
- Proficient in Microsoft Office or equivalent software, including word processing, spreadsheets, and presentations*
- Experience of collaboration or team working*

Desirable

- Experience of working within industry collaborations or partnerships*
- Expertise and experience that enhances strategic areas of importance to the NIHR Leicester BRC Lifestyle Theme and the Diabetes Research Centre.
- Experience of developing, delivering and managing collaborative research partnerships
- Involvement in relevant internal and external committees and groups
- Experience of working with clinical populations, particularly those with or at risk of chronic metabolic disease

(*Criteria to be used to shortlist candidates for interview)

Skills, Abilities and Competencies

Essential

- Excellent interpersonal skills, with the ability to develop and maintain networks and collaborations, and to work effectively as part of a team*
- Ability to support, manage and coordinate research projects*
- Ability to undertake research and administrative activities, including management and coordination of research projects and programmes
- Ability to communicate effectively with staff and students
- Ability to work at a high level of accuracy and at high analytical sensitivity
- Excellent written* and oral communication skills
- Effective presentation skills
- Ability to prioritise workload in order to meet deadlines
- Highly motivated
- Willingness to undertake necessary training and personal development
- Willingness to undertake necessary travel

Desirable

- Ability to work with senior staff, and to negotiate and influence where required
- Skills in pastoral care and motivation of junior staff and students
- Well-developed understanding of Health and Safety regulations and procedures

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

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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.

NHS Research Governance Arrangements

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS research governance arrangements and the appointee must comply with all such arrangements, including DBS & occupational health clearance.

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.

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

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.

