Job Summary

Job Title: CVS/BRC Cardiovascular Research Manager
Grade: 8
Salary: £44,045 to £49,553 per annum
Department: Cardiovascular Sciences
Hours/Contract: Full-time fixed term maternity cover. This contract is for 12 months or until the return of the incumbent, whichever is sooner.
Reference: 1843

Role Purpose
You will lead on a number of research projects led by Principal Investigators in the Department of Cardiovascular Sciences and the Cardiovascular Theme of the NIHR Leicester BRC.
You will report directly to the Head of Department and Head of Cardiovascular Research and will be responsible for the successful conduct of the research portfolio and work jointly with other Trials/Research Managers in ensuring this. You will be responsible for ensuring that the staff and equipment necessary to run the research programmes are in place, and lead discussions with the Department of Cardiovascular Sciences & the BRC Senior Management Team. You may be delegated the responsibility for providing oversight for the activities of the PhD students, research fellows and nurses working on the projects.

Principal Responsibilities

Management of the research projects
To be responsible for the set-up, conduct, close-down and reporting of each project assigned to you, up to and including:

- Maintaining oversight of the progress of the projects with respect to the recruitment plan
- Providing advice and guidance on the development of research protocols and patient facing documents
- Organising steering committee and other committee meetings where applicable
- Being proactive in identifying potential obstacles to the progress of the projects and providing solutions, or making strategic changes in order to progress the projects
- Ensuring sponsorship, ethics and organisational approvals and registrations are in place for each project prior to start-up, and maintained throughout, in accordance with local and national guidance and legislation
- Ensuring that contractual arrangements are in place between the University and its partners, such arrangements protecting the university’s financial and legal interests, and ensuring adequate indemnity arrangements
- Ensuring that Trial Site Files are set up and maintained in accordance with the sponsor’s requirements
- Working with other named research staff and NHS colleagues to:
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- Facilitate arrangements and ensure systems are in place for the smooth conduct of projects within the host environment
- Establish systems and processes which will support the collection of high quality and complete data sets
- Ensure that standard operating procedures are in place for all programme related activities, and that they are harmonised across the NHS Imaging Unit, University Hospitals of Leicester NHS Trust and the University of Leicester

People
To be responsible for the recruitment, training and development of the staff required to support the projects, so that they deliver to high quality standards alongside the other Department of Cardiovascular Sciences and BRC Cardiovascular Theme’s Senior Management Team, including:

- Becoming involved with the recruitment, appraisal and development of staff working on the project
- Ensuring that all staff working on the project are trained with respect to the study protocols, with local standard practice (where appropriate), and good (clinical) research practice
- Attending relevant University/Divisional/BRC meetings and representing the projects at meetings and committees as required
- To be involved with any of the research group’s public engagement programme, including organising public events the maintenance of the website, and social media outputs
- To work with the Head of Department and the Cardiovascular Theme Manager to provide leadership and co-ordination of research.
- Provide line management for the BRC Governance Officer and provide oversight for the Governance team within the Cardiovascular Theme.
- You will deputise for the Head of Cardiovascular Research when appropriate.

Resources and Finances
To be responsible for the management of any Programme Grant budgets of the projects that you manage; ensuring that costs are attributed correctly, and that University and Trust policies are adhered to, including:

- Liaising with the University R&D Department, and through them, the Trust finance department, to ensure that an accurate costing is produced for each project
- Ensuring that research costs incurred by the University of Leicester and other bodies are met through existing grants, or if necessary, that other arrangements are made to so do
- Managing the procurement of hardware and consumables required for the conduct of the programme in accordance with the University’s Standing Financial Instructions
- Managing delegated budgets with due diligence, and submitting financial information for budgeting purposes
- Ensuring any funders terms/conditions and reporting mechanisms are adhered to and in place.
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Governance
To be responsible for ensuring that good research and clinical governance standards are met, including:

- Supporting the Chief and Principal Investigators in ensuring that the projects are carried out in accordance with Good Clinical Practice, the UK Policy framework for Health and Social Care, and other relevant legislation and guidance.
- Supporting the Chief and Principal Investigators in ensuring compliance with the University and University Hospital of Leicester NHS Trust’s framework for Clinical Governance.
- Provide leadership to the BRC CV governance Officer and the governance team.

Communication
To communicate effectively with all stakeholders in the programme, including:

- Ensuring that information about the status of each project, and the programme as a whole, is communicated effectively to all relevant staff.
- Ensuring that reports for research ethics committees, R&D departments, funding and other bodies are prepared and submitted as required by those bodies.
- Attending relevant University/Divisional/ BRC meetings and representing the programme at meetings and committees as required.

Internal and External Relationships

Internal relationships: All CVS/BRC staff, College of Life Sciences, Research Support Office, Research and Enterprise Division, Human Resources, IT Services, UHL/UoL Joint Research and Innovation Office

External relationships: research funding bodies, NHS Trusts, HEIs, NIHR CRN, NIHR RDS, MHRA, other regulatory agencies, commercial companies

Planning and Organising

Contribute to planning the strategic direction within CVS & the BRC

Lead the planning and organisation of an efficient and effective trial management function

Ensure that all trials run through the department are conducted in accordance with local guidelines and procedures

Effectively organise and prioritise a heavy and complex workload to meet short-, medium- and long-term deadlines

Establish clear roles and responsibilities for self and others

Adapt work plans in response changing circumstances

Set priorities in conjunction with team and area objectives

Meticulous document, data and financial management
## Qualifications, Knowledge and Experience

### Essential
- A degree or equivalent qualification*
- Evidence of formal postgraduate courses and continuing professional development*
- Relevant previous experience of administration of clinical research projects or programmes at a senior level*
- Significant demonstrable experience of managing staff, systems and procedures*
- Experience of coordinating clinical trials or studies*
- NHS or public sector experience in a relevant area*
- Knowledge of current issues concerning quality and standards in research governance*

### Desirable
- Significant experience within the research field*
- Project Management Qualification, PRINCE 2 or equivalent*
- Experience of monitoring research in commercial or non-commercial environment
- Detailed knowledge and understanding of the Research Governance Framework for Health and Social Care and its application*
- Awareness of Clinical Governance Requirements*
- Knowledge and understanding of EU and UK legislation and guidance relating to the conduct of research
- Understanding of the requirements of Research Ethics Committees and the processes required for gaining ethics approval
- Knowledge and understanding of research costs and funding streams.

## Skills, Abilities and Competencies

### Essential
- Effective communication skills, able to communicate and work effectively with a wide variety of individuals and professional groups
- Proven ability to analyse and resolve complex issues
- Ability to analyse information and develop into draft reports and documents
- Ability to service committees
- Ability to demonstrate excellent IT skills (advanced working knowledge of Microsoft Office)
- Excellent interpersonal skills
- Ability to organise and prioritise workload and make sound decisions
- Ability to communicate plans and work programmes to members across the team to meet objectives of the overall project
• Ability to work flexibly in the planning and organisation of multiple strands of the programme, at different stages of delivery without direct supervision
• Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment
• An emphasis on achievement of results and both energy and enthusiasm to ensure that objectives are met
• Proven ability to work under pressure

*Criteria to be used in shortlisting candidates for interview*

**VITAL**

The University encourages all staff to live our VITAL values which are: Valuing People, Innovators, Together, Accountable, Leaders.

**Equality and Diversity**

We believe that equality, 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 student, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.