

SINGLE CORPORATE SERVICES

RESEARCH AND DEVELOPMENT

Job title:	Research Facilitator	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Research Manager (site)	
Accountable to:	Research and Development Manager	
Pay Band:	AfC B6	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service to the Organisation.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

This is a specialist knowledge administrative role within the R&D office team. The purpose of the role is to work with clinical researchers and Research Management staff to ensure effective, efficient and speedy, development, set-up and on-going management of clinical research studies. Providing specialist knowledge and support to all R&D staff on sponsorship, GCP, regulatory requirements and finance. Line management of coordinators and assignment of work is part of the role.

Job summary

1. To assist in the facilitation of NIHR portfolio research study set-up to be undertaken within the Trust. This will include clinical researcher support, study co-ordination, data management and training.
2. Support the development of local, home-grown research, ensuring it meets regulatory requirements and local strategic direction and requirements
3. Act as a Project/Trial Manager for research studies within the Trust as directed by the Research Manager/R&D Manager
4. To deputise for the Research Manager as required.

Organisational Chart



Specific Core Functions

1. To conduct all activities in accordance with the UK Policy for Framework for Health and Social Care Research, ICH Good Clinical Practice (ICH GCP) guidelines, and all other appropriate local and national policies and procedures.
2. Act in an advisory capacity to assist researchers in the preparation and development of competitive funding proposals in support of their research activities.
3. Work with clinicians to establish interest and scope for participation in research studies, working to address their support needs and barriers to involvement and understand key process issues for the governance and approval of research studies
4. Project manage organisation developed/sponsored studies, monitor study progress and effectively manage research applications via Research Application Service (IRAS) on behalf of the Chief or Principal Investigator.
5. Maintain knowledge and oversight of performance of studies in accordance with applicable metrics.
6. Ensure a consistent and pragmatic approach to study management and seek to continually improve processes and ways of working.
7. To maintain excellent and specialist knowledge of changes in research governance requirements and provide guidance and training of research management systems as required.
8. Liaise with the Regional Research Delivery Network to enhance research opportunities across the organisation and maintain links with other study facilitators, coordinators, data managers, research nurses across this and neighbouring research organisations
9. Line manage research coordinators/junior members of the research office as required.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance

skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

Analytical and Judgement

- Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

Planning and organising

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder is responsible for the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

Management/Leadership

- The post holder is responsible for day-to-day management of some staff within research office. The post holder will deal with the initial stages of grievance and discipline; appraisal, acting as an interview panel member; responsible for monitoring mandatory training compliance with their team. The post holder will be responsible for reviewing work performance and progress and manage the allocation of work.

Information Resources

- The post holder will regularly use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD), or (c) responsible for maintaining one or more information systems where this is a significant job responsibility.

Research and development

- Carries out research or development work as part of one or more formal research programmes or activities as a major job requirement.

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.
- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	<i>How criteria will be assessed</i>
Qualifications	Honours Degree in health, clinical, science discipline or equivalent experience	<ul style="list-style-type: none"> • Evidence of significant NHS experience or research management experience within a health related organisation. • Recent Good Clinical Practice (GCP) in research training 	
Experience	<ul style="list-style-type: none"> • Previous experience of using IRAS for R&D applications 	<ul style="list-style-type: none"> • Experience of working within NHS R&D Management • Experience of supporting a grant application to a national body 	

	<ul style="list-style-type: none"> • Experience of working in a research environment requiring critical appraisal of clinical research evidence 	<ul style="list-style-type: none"> • Experience of working on research prioritisation with a variety of stakeholders 	
Knowledge	<p>Strong Interpersonal skills</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills including presentation and report writing skills • Ability to work to deadlines and manage a diverse workload with cross functional teams • Excellent project management skills • Ability to deliver feedback in a positive, constructive manner, skills in motivating • Well-developed influencing skills across hierarchies and disciplines • Confidence in making decisions when dealing with competing priorities • Ability to work independently with minimal supervision • Responsive and flexible attitude and approach • Excellent working knowledge of using Microsoft Office suite (Word, Excel & Powerpoint) comparable computer packages • Excellent working knowledge of using the internet • Demonstrates leadership qualities 	<ul style="list-style-type: none"> • Knowledge of Good Clinical Practice Guidelines and current Trials' Regulations (EU Directive Clinical Trials) • Knowledge of EDGE (Local Performance Management System) • Critical appraisal and analytical skills for interpreting qualitative and quantitative information • A high level of numeracy with the ability to interpret statistical and epidemiological data 	

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.

- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.