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| THE UNIVERSITY OF NOTTINGHAM  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Senior Research Fellow – Programme Manager

**School/Department:** School of Medicine, Division of Psychiatry and Applied Psychology

**Salary:** £37,394 - £45,954 per annum (pro rata), depending on skills

and experience. Salary progression beyond this scale is

subject to performance.

**Job Family and Level:** R&T Level 5

**Contract Status:** This post will be offered on a fixed term contract for a period of 4 years.

**Hours of Work:**  Full time, 36.25 hours per week

**Location:** Institute of Mental Health, University of Nottingham

**Reporting to:** Chief Investigator, AQUEDUCT Research Programme

**Purpose of the New Role:**

We are seeking an enthusiastic and well organised person to provide programme management for the Achieving Quality and Effectiveness in Dementia care Using Crisis Teams (AQUEDUCT) Research Programme, a five-year NIHR funded research programme led by Prof Martin Orrell, based in the Institute of Mental Health, Nottingham.

The Prime Minister's Challenge on Dementia has prioritised improving dementia care and research on non-drug interventions. In recent years crisis teams to support people with dementia at home have developed rapidly with the aims of avoiding hospital admissions, supporting people at home, and reducing the overall costs of care. Dementia crisis teams (DCTs) may improve care and reduce admissions but there is no well-defined model and no accepted standards of good practice so a programme of research improving practice and evaluating the effectiveness of DCTs is urgently needed. The AQUEDUCT study will evaluate Dementia Crisis Teams (DCTs), and will formulate an evidence-based conceptual model and recommendations for achieving best practice in DCT organisation, and develop and validate an Implementation Measure to assess to what extent this is achieved in practice. A Resource Kit for achieving high quality and effective care will be evaluated in a cluster randomised controlled clinical trial of DCTs to evaluate the clinical and cost effectiveness in comparison with usual care for people with dementia in reducing admissions, improving quality of life, and reducing costs. We will produce standardised training packages for the Resource Kit. AQUEDUCT involves researchers in North East London Foundation Trust, University College London, and other leading dementia care research groups across the UK, and works with NWORTH a leading UK clinical trials unit. Prof Orrell leads a dementia care research group of 20 staff working London and Nottingham.

Candidates should be familiar with research and academic environments, and have experience in project management, grant and resource management, and have exceptional interpersonal skills. The successful candidate will have a PhD, extensive clinical research and research management experience, and a passionate and relentless determination to improve life for people with dementia through high quality research.

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|  | **Main Responsibilities** | **% time per year** |
| 1. | Provide leadership and supervision for junior research staff, and supervise researchers in organising recruitments, research materials and filing systems. | 19% |
| 2. | Research activities will also include writing papers, and drafting further funding applications | 10% |
| 3. | Prepare reports for the funders of the project, and ensure the compilation and design of interim and final project reports | 9% |
| 4. | Ensure that the study budget is managed effectively and organise regular summaries of the spending from the study budget | 6% |
| 5. | Ensure that a project website is set up and kept up to date, and that data management systems are set up as needed | 6% |
| 6. | Supervise the programme administrator to carry out administrative tasks, and co-ordinate the research programme | 5% |
| 7. | Establishment of Standard Operating Procedures to ensure adherence to protocols and administrative requirements | 5% |
| 8. | Supervise the organisation of the steering group and other key meetings and track the work of the various groups and bodies associated with the trial. | 5% |
| 9. | Liaise with personnel involved in the project at all sites such as Principal Investigators, researchers, and members of the study advisory board. | 5% |
| 10. | Manage and keep track and project lines, and understand the requirements of the various controlling bodies, agencies and frameworks, guiding the project in conforming to those requirements and co-ordinating any necessary audit processes. | 5% |
| 11. | Work with the Chief Investigator (Prof Orrell) to ensure that the programme is meeting its targets, is producing meaningful output and to predict and plan any changes that warrant requests to changes in protocol, funding or time. | 5% |
| 12. | Ensure the inclusion of consumer group representatives at the appropriate levels and times. | 5% |
| 13. | Analyse the findings with the help of a statistician and write up the project for publication in peer reviewed journals | 5% |
| 14. | Oversee the preparation and publication of data, reports and information, ensuring that these meet legislative, contractual and ethical requirements. | 5% |
| 15. | Plan and coordinate research dissemination, and presentation of research at conferences | 5% |
| 16. | You are expected to make a contribution to teaching that is in balance with wider contributions to research and other activities. |  |

**Knowledge, Skills, Qualifications & Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | Doctoral degree  Project management qualifications or proven relevant skills | Clinical qualification |
| **Skills/Training** | Excellent IT skills in email and advanced word processing (Microsoft Office), ability to research effectively on the Internet  Ability to use databases, spreadsheets and website management software  Excellent organisational skills  Excellent communication (written and oral) and interpersonal skills  A methodical and accurate approach to work with attention to detail  Ability to make and carry out decisions and know when to confer with colleagues or refer matters onwards  Ability to work without direct supervision; to manage own workload and meet deadlines  Ability to work under pressure and manage competing priorities  Ability to work as part of a team  Ability to be discrete and maintain confidentiality in accordance with current Data Protection legislation  Ability to collate and record information accurately using a variety of media  Ability to liaise with healthcare professionals and academic staff  Ability to efficiently develop and write original research papers, and research grants |  |
| **Experience** | Research in dementia care  Working in project management or study co-ordinating role  Working with minimum supervision and taking responsibility for setting and meeting targets  Handling confidential information and communications sensitively and effectively  Experience of working in a multicentre research project support role  Experience of supervising others  High quality leadership skills | Working unsupervised and taking responsibility for setting and meeting targets, for own work and other  Experience of working in the Higher Education sector  Experience of working in a healthcare setting  Experience of managing budgets |
| **Aptitude** | Passionate determination to improve dementia care  Willingness and ability to work collaboratively with colleagues  To display a professional attitude towards colleagues  Initiative and the ability to judge when to use it  A flexible attitude to work, including the ability to take up new tasks when required without supervision |  |
| **Other** | Willingness to adopt the Ethos and Principles of the School of Medicine to improve the student experience. |  |

**Decision Making**

i) taken independently by the role holder

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| Day to day management of the programme and supervision of junior staff and administrator |

ii) taken in collaboration with others

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| Major operational and methodological issues in liaison with programme applicant group and lead |

iii) referred to the appropriate line manager (please name) by the role holder

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| Major operational and methodological issues in liaison with programme applicant group and lead plus significant staff issues under supervision of Programme Lead (Prof Martin Orrell) |

**Appendix 1**

**The University of Nottingham**

The University of Nottingham is a global-leading, research-intensive university with campuses in the UK, Malaysia and China. Our reputation for world-class research has yielded major scientific breakthroughs such as Nobel-winning MRI techniques, drug discovery, food technologies and engineering solutions for future economic, social and cultural progress.

Already ranked among the UK’s elite universities and global polls for research excellence, our reputation for world-class research has been further enhanced with the 2014 results of the Research Excellence Framework (REF).

In addition to scoring highly in quality rankings covering major disciplines in science, engineering, the social sciences, medicine, business and the arts, it is Nottingham’s research power rankings which demonstrate the impressive volume of excellent research which is carried out. We are now ranked 8th in the UK on a measure of ‘research power’ which takes into account both the quality of research and the number of research-active staff who made REF returns, confirming Nottingham’s place in the top tier of the world’s elite higher education institutions.

The main University campus is set beside a lake, in an extensive belt of woodland, parks and playing fields. The 330 acre University Park Campus is the focus of life for more than 32,000 students and houses the majority of the University’s academic schools and many of the central Services. The Jubilee campus is situated 2 miles away from the University Park, and provides extra capacity. The University Medical School is situated next to the University Park. Together with the University Hospital, it forms the Queen’s Medical Centre (QMC).

**University of Nottingham Medical School**

Nottingham has a strong reputation for both clinical medicine and teaching. As one of the most popular medical schools in the country, it is able to select excellent students and produce and attract good junior doctors.

**The School of Medicine** was formed following Faculty reconfiguration on August 1st 2013. The new School of Medicine comprises the Divisions of Cancer and Stem Cell Sciences, Child Health, Obstetrics and Gynaecology; Clinical Neuroscience; Epidemiology and Public Health; Primary Care; Psychiatry and Applied Psychology; Rehabilitation and Ageing; Medical Sciences and Graduate Entry Medicine; Respiratory Medicine; Rheumatology, Orthopaedics and Dermatology and the Nottingham Digestive Diseases Centre. The School also hosts the Medical Education Centre, the Centre for Interprofessional Education and Learning, the Clinical Research Facility, the Clinical Skills Centre, NIHR design Service East Midlands, Nottingham Clinical Trials Unit, PRIMIS and Medical Imaging Unit.

The new School of Medicine brings together in one School staff undertaking research for the benefit of the health of patients. It includes all primary care and hospital-based medical and surgical disciplines, principally in the Queen’s Medical Centre and City Hospital Nottingham Campuses, Royal Derby Hospitals NHS Foundation Trust and also at the University’s main campus and at the King’s Meadow and Jubilee Campuses. Most of our School’s Senior Researchers and Teachers are also clinicians who dedicate 50% of their time to patient care within the Nottingham University Hospitals NHS Trust & Royal Derby Hospitals NHS Trust. This close juxtaposition brings cutting-edge clinical care to our patients and clinical relevance to our research and teaching. We are closely integrated with our full time NHS clinical colleagues, many of whom are themselves leaders in research and teaching and who work closely with the University and this increases the mutual benefit from integration between the University and NHS.

Mission:

Our mission is to improve human health and quality of life locally, nationally and internationally through outstanding education, research and patient care.

Priorities:

1. **Teaching and learning**, particularly training tomorrow’s doctors and teaching specialised postgraduates
2. **Research and research training:** We will perform and support the highest quality “big” research which impacts on human health and disease
3. **Partnership with the NHS** and other healthcare providers
4. **Visibility and profile of the School of Medicine:** We will do what we do better, and we will tell others about it

Ethos and principles:

1. **Having people and patients at the heart of all we do**: our teaching and learning, our research and our patient care
2. **Contribution within the School of** **Medicine and to society** beyond our immediate roles; helpfulness and service
3. **Openness and fairness**, with particular emphasis on communication (both internal and external) and on equality and diversity among students and staff
4. **Personal and group responsibility** for all aspects of our work, within a culture of opportunity and reward

Our research spans 11 major themes, ranging from cancer to vascular medicine. We work closely with industry and the NHS. Our world-leading research ranges from basic and translational science through to clinical trials, epidemiology, and health services research. Our clear theme is improving human health, underpinning a vibrant postgraduate research training programme leading to PhD or DM. Many of our academics are clinicians, using their expertise to provide cutting edge specialised treatment to NHS patients; reflecting our ethos that patients are at the heart of all we do.

In the 2014 Research Excellence Framework the four Units of Assessment included in the School of Medicine were among the six most improved in the whole University since RAE 2008: 82% of our research in 2014 was graded as world-leading or internationally excellent. Our research spans 11 major themes and ranges from basic and translational science through to clinical trials, epidemiology, and health services research. We work closely with industry and the NHS. Our research is underpinned by a strong postgraduate research training programme leading to PhD or DM. Our major research themes are in Cancer and Stem Cells; Child Health, Obstetrics & Gynaecology; Clinical Neurosciences; Dermatology; Digestive Diseases; Epidemiology and Public Health; Mental Health; Musculoskeletal physiology and disease; Primary Care; Rehabilitation and Ageing; Respiratory Medicine; and Renal MedicineThe School of Medicine trains tomorrow’s doctors on a vibrant undergraduate medical course with a unique intercalated BMedSci, as well in a specialised graduate-entry programme built around clinical problem solving. We teach medicine and related disciplines at both undergraduate and postgraduate level. We have a dedicated clinical academic training programme and are committed to training PhD and doctoral research students and to supporting postdoctoral clinicians and scientists in their research.

The School of Medicine holds a Bronze Athena SWAN award in recognition of our commitment to advance the representation of women in science, technology, engineering, medicine and mathematics (STEMM). The award reflects our commitment to promoting equality and diversity. Please see <http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx>.

Professor John Atherton is Dean of the School of Medicine.

For further information, please see our website <http://www.nottingham.ac.uk/medicine>

**Nottingham**

Central within the East Midlands, Nottingham is a vibrant and prosperous city with something to offer everyone. It is one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and DH Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is only eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings. Housing is relatively inexpensive and, in addition to the two Universities, there are excellent schools and colleges available.

**To find out more about Nottingham, use the following links:**

Nottingham County Council – Tourism <http://www.experiencenottinghamshire.com/>

University of Nottingham <http://www.nottingham.ac.uk>

Zoopla (Guide to local properties) <http://www.zoopla.co.uk/>

**My Nottingham** (information on schools, term dates, school transport etc.)

<http://www.nottinghamcity.gov.uk/index.aspx?articleid=8524>