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| UNIVERSITY OF NOTTINGHAM  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Children’s Brain Tumour Research Centre (CBTRC) Research

Development Officer (fixed term) ([www.cbtrc.org](http://www.cbtrc.org))

**School/Department:** School of Medicine, Division of Child Health, Obstetrics & Gynaecology, Children’s Brain Tumour Research Centre (CBTRC)

**Salary:** £37,394 - £45,954 **per annum, depending on skills & experience. Salary progression beyond this scale is subject to performance**

**Job Family and Level:** Administrative, Professional & Managerial, level 5

**Contract Status:** This post will be offered on a fixed-term contract for a period of one year.

**Hours of Work:** Full-time however applications for part time would be accepted,

minimum of 29 hours per week. A flexible working pattern is

possible, commensurate with the challenges of the role. This post is

also open to job-share. Please specify in your application in which

capacity you are applying.

**Reporting to:** The Directors of the CBTRC

**Introduction to the role:**

An exciting opportunity has arisen to appoint a Research Development Officer within the Children’s Brain Tumour Research Centre (CBTRC) at the University of Nottingham, a dedicated, forward looking and expanding centre engaged in a wide range of research projects in basic science, translational and NHS research.

It was initially established within the University in 1997 by the fundraising activities of the Golden Jubilee Campaign and has grown since then, attracting external funding and sustaining a significant research output leading to changes in clinical practice in this field.

Children’s brain tumours account for 20% of childhood cancer, affecting 1 in 2500 children and accounting for 450 - 500 new cases per year in the UK. The mixture of benign and malignant tumour types occurring in early life means that, whilst we can claim that the 5 year survival rates have improved from 50-70% in the past 2 decades, overall, the disability rates for survivors remain disturbingly high, 2/3 having moderate or severe disability.

The Children’s Brain Tumour Research Centre was set up to address these issues and brings together multidisciplinary researchers from clinical, translational and basic science arenas focused upon testing hypotheses generated by the clinical needs of the child or young person, presenting with a tumour of the central nervous system. The Centre links over 60 researchers from ten departments across the University and Nottingham University Hospital Departments conducting clinical and scientific research directed at increasing our understanding of the biological nature of childhood brain tumours and using this knowledge to optimize the health outcomes for the child and family. Strong clinical links have been forged with the UK Children’s Cancer and Leukaemia Group, with the International Society of Paediatric Oncology and Children’s Oncology Group (USA).

The University’s Impact Campaign has most recently selected Children’s Brain Tumour Research as part of its Health and Well Being programme of fundraising which is leading to exciting opportunities for further development. These opportunities coupled with the established track record of translational research and opportunities opening up in the NHS within Academic Health Science Partnerships linked to translational cancer research agenda has created a unique opportunity to accelerate development by developing stronger links to charity, science, NHS and commercial sectors.

We need a Development Officer to takes this forward in collaboration with the academic directors Professors Richard Grundy and David Walker, who are both translational clinical researchers in paediatric neuro-oncology.

**The Purpose of the Role:**

This post will make an important contribution to the successful implementation of the Children’s Brain Tumour research Centre’s strategy, focusing on specific objectives whose main aims are to increase CBTRC research and related income, integrate CBTRC strategy with the NHS research networks, manage the CBTRC’s research projects and support the administration of funds, meet the administrative needs of CBTRC’s funders, promote its communications and fund raising strategy working with the University systems and those of CBTRC’s sponsors.

The post’s primary role is to support the identification and realisation of a range of UK and international opportunities for external research funding in partnership with major research funders (NIHR, MRC, CRUK, The Brain Tumour Charity etc), industry and public sector agencies including NHS Trusts and UK / NHS and European Research Networks. In this context, particular emphasis will be placed on securing major European awards from the EU’s Framework 7 (including the ERC, Marie Curie and Cooperative Programmes) and anticipated Horizon 2020 programmes but other relevant schemes such as the Innovative Medicines Initiative are within the post’s scope. The role will also have responsibility for the management of the Brain Tumour charity programme grant including writing draft proposals.

The post holder will also support activities of the University’s cross-Faculty Drug Discovery Research Priority Group and collaborate, as appropriate, with colleagues who support other priority groups within CBTRC’s areas of interest. The post will also play a key support role in the development and co-ordination of the CBTRC’s impact case studies for HEFCE’s Research Excellence Framework.

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|  | **Main Responsibilities** | **% time per year** |
| 1. | Identify, promote and develop opportunities for interdisciplinary academic, public sector and industrial research collaborations in diverse research and technology areas, to enhance the CBTRC’s research and knowledge transfer portfolio. Where appropriate, co-ordinate these activities with School Research/Strategy Committees, and Business Engagement and Innovation Services’ (BEIS) teams. | 15% |
| 2. | Provide advice and support to the CBTRC academic staff towards the development of international research proposals, including EU Framework Programme funding (FP7 and proposed Horizon 2020) as well as UK funding schemes (e.g. CRUK, NIHR and funding councils – MRC, BBSRC, EPSRC and Wellcome) which emphasise the need for partnerships with other organisations. Support measures will include presentations to academic staff, reviewing and contributing to draft research proposals and liaison with funding agencies. | 40% |
| 3. | Financial administration and management.  Duties to include:   * Advising Principal Investigators (PIs) on the costing and pricing of research projects using the University’s pFACT costing tool. Completing application forms using correct finance templates to ensure timely grant submissions. Advising PIs on specific funder requirements. * Working closely with Nottingham University Hospital’s R&D and Finance Departments and the University’s RGS contracts officers to implement clinical and non-clinical research projects as well as the divisional manager. Advising PIs on the correct procedures with regards to the costing and pre-award administration of clinical trials. * Ensuring research agreements and contracts are agreed in a timely fashion. * Ensuring that projects have been set up correctly by RGS including correct start and end dates and that PIs are notified well in advance of closure. * In liaison with the divisional manager, provide financial reports of budget income and expenditure, current balances and forecasts of future expenditure as appropriate. * Drafting business models including cost recovery models. * Allocation of funds for programme grant supported projects. Managing the CBTRC cost recovery model. | 10% |
| 3. | Promote translational research opportunities by exploiting interface with NHS research partners as follows – NIHR Cancer Research Network (NCRN), Academic Health Science Network (AHSN), Children’s Cancer and Leukaemia Research network (CLG-RN), Societe Internationale d’Oncologie Europe (SIOPE), Brain Tumour Committee, National Cancer Research Institute (NCRI), CNS Tumour Clinical Study Group (CNS CSG), NCRI Teenagers and Young Adult CSG, NCRI CNS CSG (Adult) EORTC CNS tumour Group and the European Network Children’s Cancer and Adolescence (ENCCA). You will represent the CBTRC with these groups at an organisational level. | 10% |
| 4. | Taking a proactive role as a member of the CBTRC Steering Group by supporting the management of meetings by developing agendas and reporting of discussions, reporting on CBTRC project management summaries. Work closely with the School Operations Group in its new configuration. | 10% |
| 4 | Support the development and co-ordination of the CBTRC impact contribution to the Research Excellence Framework. | 5% |
| 5. | Identify new opportunities for research exploitation, covering a range of knowledge and technology transfer activities, working in association with BEIS’ Technology Transfer Office, Knowledge Transfer and Partnerships teams. | 5% |
| 6. | Identify and manage own professional development needs.  Represent the CBTRC at regional, national and international events, and respond to relevant external enquiries.  Carry out any other duties appropriate to the role and level. | 5% |

**Knowledge, Skills, Qualifications & Experience:**

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|  | **Essential** | **Desirable** |
| **Qualifications/**  **Education** | * Degree or equivalent professional qualification plus experience of working managerially in a research environment or higher professional training in their subject area. |  |
| **Knowledge/**  **Skills/Training** | * Research culture in Higher Education. * Budgetary and financial awareness. * Intellectual property (IP) protection and commercialisation awareness in biomedical/ healthcare sectors. * In-depth knowledge of a range of research funding schemes including EU Framework schemes and application processes and good understanding of a range of health and biomedical research funding agencies’ grant and training award schemes (especially RCUK, NIHR, charities, The Brain Tumour Charity). * Good IT skills. | * Business planning and marketing. |
| **Experience** | * Relevant and demonstrable experience of research business development in the higher education sector. * Contract negotiation and management. * Partnership development and partnership working. * Knowledge transfer between Higher Education sector and industry. * Successful research proposal development or contract bidding activity. |  |
| **Other** | * This is a patient and customer-focused role requiring excellent interpersonal, presentation, communication and project management skills. * Self-motivated with good time management and ability to prioritise. * Willingness to adopt the Ethos and Principles of the School of Medicine to improve the student experience. | * Broad understanding and interest in biomedical, health services and public health research. |

**Decision Making**

**i) taken independently by the role holder;**

Develop and recommend action plan to achieve objectives of the role.

Implement action plan, subject to approval of line manager(s).

Communication with a wide range of university staff and external stakeholders.

Initiate reporting processes associated with the programme grant and manage deadlines.

**ii) taken in collaboration with others;**

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| Working with academic staff and a wide range of research business development, knowledge transfer and IP & commercialisation staff based in academic Schools and central support departments (in particular, RGS and BEIS), contribute to research proposal development, identification of potential IP and commercialisation opportunities, and negotiation of R&D agreements with industrial and public sectors.  Working with Marketing & Communications Department, Development office, academic staff, RGS and BEIS to implement promotional activities.  Refinement of any reports re programme grant. |

**iii) referred to the appropriate line manager by the role holder.**

The role has dual reporting lines to the CBTRC Directors of Research.

Agreement on action plan priorities.

Any staff/grievance issues.

**Scope of the Role**

The post will work within a small team in the CBTRC that currently supports the Co-Directors (Professors D Walker and R Grundy) for all research developments and knowledge transfer. This role has the primary objective of achieving an increase in the number and value of the CBTRC’s collaborative and industrial research awards to establish a strong translational research capability with an international profile. You will be expected to identify research funds and direct the co-directors with the research opportunities. Within the last quarter of the role of employment, a revised/updated research strategy and income plan is to be written.

**Additional Information**

The University’s third stream strategy is to support wealth creation at city, regional, national and international levels through enhancement of research and teaching that will increase knowledge transfer and innovation with industry and the wider community. This strategy is implemented through the work of dedicated business and research development staff across the University, with central professional support.

It is recommended that interested parties meet the Co-Directors of the CBTRC (Professors D Walker and R Grundy). Please contact Sue Franklin to make an appointment at [sue.franklin@nottingham.ac.uk](mailto:sue.franklin@nottingham.ac.uk) or Tel: 0115 823 0629. Applications sent directly to this email address will not be accepted.

**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: Over 80% 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 Medicine.

The 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>