Recruitment line: 0800 0283 666

Dear Candidate

**POST:** NRS CARDIOVASCULAR CHAMPION SUPPORT MANAGER
**HOURS:** 37.5
**CLOSING DATE:** 3 AUGUST 2015
**INTERVIEW DATE:** WEEK COMMENCING 24 AUGUST 2015

The National Waiting Times Centre Board welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. **Please note that we no longer acknowledge receipt of applications and therefore you will not receive any further communication until after the post has been shortlisted.**

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell
Recruitment Assistant
NATIONAL WAITING TIMES CENTRE BOARD
INFORMATION PACK FOR THE POST OF
NRS CARDIOVASCULAR CHAMPION SUPPORT MANAGER

REFERENCE NUMBER: SHOW/2003

CLOSING DATE: 3 AUGUST 2015
INTERVIEW DATE: WEEK COMMENCING 24 AUGUST 2015
NATIONAL WAITING TIMES CENTRE BOARD

GENERAL INFORMATION FOR CANDIDATES

- This information package has been compiled to provide prospective candidates with details of the post and background information about The National Waiting Times Centre Board.

- The contents of this package are as follows:-
  - Job Description/person specification
  - Terms and Conditions of Service
  - Application Form
  - Equal Opportunities Monitoring Form
  - Information on Agenda for Change

- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.

- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV’s received with Application Forms will be destroyed prior to Application forms being passed for Short listing.

- NWTC operates a NO SMOKING Policy on all Premises and Grounds.

- All offers of employment will be subject to the receipt of satisfactory References, Occupational Health screening and Disclosure Scotland clearance.

- Please send your completed application to:-

  Recruitment Team,
  HR Department
  Golden Jubilee National Hospital
  Agamemnon Street
  Clydebank
  G81 4DY

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.

- The short listing process will take place shortly after the closing date.

- As a Disability Symbol user we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
• The organisation has introduced a set of shared values. These values will be measured during the Competency Based Interview. The values are:
  
  o We will treat everyone with dignity and respect
  o We will take responsibility to do our jobs well
  o We will demonstrate our commitment to quality
  o We will work effectively with others in teams
  o We will display a "can do" attitude at every opportunity
GOLDEN JUBILEE NATIONAL HOSPITAL

TERMS AND CONDITIONS OF SERVICE

1. Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Employees.

2. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employee’s contributions to the NHS Scheme amount to 5% to 13.3% of salary (depending on rate of Pensionable Pay) and the employers’ contribution equates to 13.5% of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

3. Salary

£31,383 to £41,373

4. Grade

This post is offered on a Band 7

5. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years’ service and 33 days after 10 years’ service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

6. Hours of Duty

37.5

7. Tenure of Employment

Fixed term or secondment opportunity for a period of 23 months

8. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.
NHS National Waiting Times Centre

Benefits

**NHS Superannuation scheme:**
All staff are eligible to join this scheme from date of commencement. Employee contributions vary from 5% to 13.3% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years’ pay while you are working, pension and allowances for your spouse and children in the event of death, and benefits for ill-health retirement. Members of the scheme receive tax relief on contributions and Lower National Insurance contributions.

**Annual leave entitlement (including public holidays):**
- 35 days annual leave on appointment
- 37 days annual leave after 5 years
- 41 days annual leave after 10 years

**Free car parking**

**Continuing professional development opportunities**

**Discounts at the associated Beardmore Hotel**

- **Leisure Club membership** – Get fit and healthy at the Beardmore Leisure Club for only £28 per month.

- **Childcare vouchers** – If you are a working parent with children under the age of 16 you could save up to £1,196 per parent, per annum on the cost of childcare.

For more information about the benefits and discounts available to NHS staff, visit [www.nhsdiscounts.com](http://www.nhsdiscounts.com)
JOB DESCRIPTION

1. JOB IDENTIFICATION

| Job Title: | NRS Champion Support Manager (Band 7, 23 months fixed term or secondment). |
| Responsible to (insert job title): | GJNH R&D Manager / NRS Champion for Cardiovascular Disease |
| Department(s): | GJNH Research & Development Department |
| Directorate: | Corporate |
| Job Reference: | |
| No of Job Holders: | 1 |
| Last Update (insert date): | 9/1/15 |

2. JOB PURPOSE

To oversee activity and proactively drive recruitment to time and target for research projects lying within the cardiovascular NHS Research Scotland (NRS) research specialty.

To provide managerial support ensuring oversight of delivery to studies at a Scottish level within the cardiovascular portfolio and to drive resolution of recruitment and study delivery issues at participating NRS Nodes.

3. DIMENSIONS

Provision of specialist research support across Scotland is structured nationally around 7 Topic Networks, 3 Research Champions, and 14 Specialty Groups (SGs).

Each Research Champion is a part-time clinical lead for a research specialty. These posts are normally held by an NHS consultant or equivalent, hosted by a Scottish Health Board, with responsibility for overseeing and championing research activity within a particular specialty.

This post provides managerial support at a national level for the NRS Cardiovascular Disease portfolio.

Local delivery is through NHS Health Boards grouped into NHS Research Scotland (NRS) 'nodes', each made up of several Health boards, centred on the teaching hospitals in Aberdeen, Dundee, Edinburgh and Glasgow.

This national role works in tandem with the NRS Nodal Performance Managers and Topic Network Managers to ensure oversight and support of all supported research taking place within NRS.

Around 50-70 studies may be tracked by the post holder in total at any one time, although only a subset will require direct intervention.
4. ORGANISATIONAL POSITION

The post holder reports to the GJNH R&D Manager and is professionally responsible to the NRS Champion for Cardiovascular Disease. This is a West Node post so there is also a reporting requirement to the NHS GG&C Senior Research Manager.

5. ROLE OF DEPARTMENT

The Research & Development Department is part of the GJNH Corporate Directorate and is responsible to the Board’s Research and Development Manager. It provides a service to facilitate and co-ordinate activities to implement the GJNH R&D strategy and those required to underpin research governance in order to deliver high quality, clinically effective services throughout the GJNH.

6. KEY RESULT AREAS

This post is the national contact responsible for ensuring that research activity within the specialty is accurately reported and supported, and for driving follow-up action to target underperforming studies.

Management support to the NRS Cardiovascular Research Champion 75-90%

- Generate and review reports at a Scottish level to assess recruitment to target for studies within the specialty
- Identify and follow up on poor recruitment with NRS Portfolio Performance Managers overseeing performance at participating Scottish Boards
- Address any recruitment issues on studies led from, and ensure good communication with, equivalent research specialty support structures in Wales (NISCHR), NI (NICRN), and England (NIHR) for hosted SGs.
- Work with the Research Champion to broaden the participation of researchers across Scotland
within the specialty areas.
- Support the Research Champion to develop medium term (up to ~ 3 years) plans for clinical research activity and required support within the specialty area.
- Support NRS and nodal commercial managers to provide timely and accurate feasibility information relevant to the specialty.
- Provide assistance for the Research Champion to enable development of networks of research active clinicians within the specialty.

Portfolio Management 10-25%

- The post will also assist with review of local recruitment and delivery activity as required
- Work with NHS R&D governance and commercial teams to ensure consistent, good quality data is provided to the UKCRN Portfolio and SREDA.
- Identify site recruitment targets and timelines
- Ensure timely and accurate uploading of recruitment data for sponsored studies to UKCRN Portfolio. Provide assistance and training to consultants or research nursing staff if needed.
- Proactively work with NHS R&D commercial managers to drive coordinated approaches to study recruitment.
- Work with commercial managers and research teams to develop recruitment plans for individual commercial studies at setup.
- Identify poorly recruiting studies to target for additional support
- Work with local research infrastructure, (including Clinical Research Facilities (CRFs), CSO funded generic infrastructure, NHS R&D or other local research support resource) to resolve identified recruitment problems
- Generate internal reports for NHS R&D on activity and recruitment to site timelines and targets

<table>
<thead>
<tr>
<th>7a. EQUIPMENT AND MACHINERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard office equipment – PC-based work, light physical effort.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7b. SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Standard Microsoft Office packages</td>
</tr>
<tr>
<td>- UK-level web-based data systems (UKCRN Portfolio, CPMS, Open Data Platform).</td>
</tr>
<tr>
<td>- Scottish Research Database (SReDA).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. ASSIGNMENT AND REVIEW OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>The post holder will proactively anticipate and resolve problems, with occasional referral to the Research Champion, GJNH R&amp;D Manager or NHS GG&amp;C Senior Research Manager to address policy or funding issues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. DECISIONS AND JUDGEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Call on the expertise of the Research Champion where necessary for specific clinical knowledge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Maintaining oversight of recruitment activity in a large and diverse portfolio of clinical research projects</td>
</tr>
</tbody>
</table>
- Identifying specific problems with recruitment that may be dependent on technical or clinical differences in complex study protocols
- Discussing failing research projects with NHS consultants or Clinical Professors who have not met recruitment targets.

11. COMMUNICATIONS AND RELATIONSHIPS

External/national
- Meet with Research Champion at least monthly to review Scotland-wide activity
- Attend Scottish (CSO) or UK (NIHR) meetings (2-3/year) to report on activity within specialty, and provide reports or summary information as needed.
- Ensure good communication with NRS Topic Networks and NRS Portfolio Performance Managers to ensure support and delivery for studies falling within the remit of more than one Topic or Specialty Group

Internal
- Meet with commercial managers as needed to progress individual study recruitment plans, with review meetings of industry-led trials at least monthly
- Meet regularly (2-3 months) with research active consultants, CRF leads, and other research active personnel to develop mechanisms for ensuring recruitment to trials

Contact with patients limited.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- Concentration required for reviewing study information and generating reports.
- Occasional discomfort if recruitment targets have not been met.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post holder will:

- Have a highly developed understanding and knowledge of clinical research delivery, acquired through training: either a Masters level in life sciences, a health related subject or nursing; or a Degree level in life sciences, a health related subject or nursing and experience - candidates should have extensive experience of working in a healthcare research setting, or equivalent;
- Have a significant working knowledge of clinical research delivery within the NHS, and be able to demonstrate experience of driving recruitment to clinical research studies;
- Have an understanding of a range of research methodologies and a working knowledge of relevant legislation and policy;
- Be able to demonstrate the ability to communicate effectively and to balance potentially conflicting interests across NHS research, NHS service and University partners, ensuring projects are delivered to agreed timescales.
- Demonstrate the interpersonal skills necessary to work with clinical and management colleagues at all levels across a range of organisations.
- Be IT literate
- Be proactive and self-motivated with the ability to motivate and influence others, demonstrating the negotiation skills, diplomacy and good judgement needed to develop and maintain effective collaborative working relationships.
14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

<table>
<thead>
<tr>
<th>Job Holder’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
## PERSON SPECIFICATION
### NRS CHAMPION SUPPORT MANAGER

<table>
<thead>
<tr>
<th></th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SKILLS</strong></td>
<td>• Highly developed organisational skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent communication skills (oral, written &amp; presentation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent time management and negotiation skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Proficient in the use of Microsoft Office applications</td>
<td></td>
</tr>
<tr>
<td><strong>KNOWLEDGE</strong></td>
<td>• Masters degree in life sciences, a health related subject or nursing; or degree level in life sciences, a health related subject or nursing.</td>
<td>• Up to date training in ICH GCP (International Conference on Harmonisation Good Clinical Practice).</td>
</tr>
<tr>
<td></td>
<td>• Working knowledge of regulatory frameworks and legislation governing the conduct of clinical research.</td>
<td></td>
</tr>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td>• Extensive experience of working in a healthcare research setting, or equivalent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Significant working knowledge of clinical research delivery within the NHS.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Be able to demonstrate experience of driving recruitment to clinical research studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Have an understanding of a range of research methodologies and a working knowledge of relevant legislation and policy</td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL JOB REQUIREMENTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ANY OTHER ADDITIONAL INFORMATION</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>