

Job Description

Job Title: Research and Development Manager

Grade: HEO Pay Band 19

Division: Corporate Services

Responsible to: Head of Research and Development

Overview

In line with the ethos of the IOM research and development planning, the post holder will be responsible for instigating, developing and ensuring research governance, which will ensure that well-managed, high quality health and social care research is carried out. A flexible, enthusiastic and proactive approach is essential. The post holder should be an excellent motivator, who will be able to communicate effectively with a wide range of staff and have the ability to work to strict deadlines. They should be committed to teamwork, both in the role of project leader and project team member. The post holder must be able to interpret research guidance and have excellent organisational skills.

A high level of initiative and strong decision-making skills are essential. This is a complex, and multi-faceted post that will require the post holder to develop substantial knowledge of health-related research and of national research management, together with a high level of awareness and effectiveness with regard to user, carer and public involvement in research. The ability, enthusiasm and commitment to achieve this are vital. This is an evolving field and therefore a challenging and dynamic environment in which to work. The post holder should demonstrate that they welcome the opportunity to develop new services and initiatives.

CARE

In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

Job Purpose

This post is within the Research and Development (R&D) Unit. R&D provide support, monitoring and governance structures for research and development, research management and governance within the DHSC. The purpose of this role is:

1. Manage and co-ordinate health, social care and clinical research.
2. To work in partnership with the Head of Research and Development to develop services and

governance structures for robust and safe research.

3. Play a key role in determining and implementing future strategy for research in the DHSC.

Main Duties and Responsibilities

The post holder will work with a range of stakeholders to manage and co-ordinate research studies at all stages of the research process. The post holder will:

- Take the lead for developing the research management processes and Public and Patient engagement within R&D
- Working with a range of stakeholders, actively manage and co-ordinate research projects across DHSC.
- Assist in the development of the processes and structures necessary to deliver excellent research, development and governance policies and frameworks for clinical, health and social care research being undertaken within DHSC.
- In collaboration with other R&D colleagues, identify and set up the necessary facilitation and support required to ensure high quality research proposals and pathways for all types of Health and Social Care research
- Assist with the creation of Research Governance processes, reporting standards and compliance with statutory obligations and the delivery of the R&D reporting structures to the DHSC.
- Act as the first point of contact for the Isle of Man Research Ethics Committee (IOMREC)
- Work in partnership with appropriate stakeholders to review national legislation as required.
- Promote and facilitate the delivery of high quality R&D activity across the DHSC.
- The post holder will link with other R&D and relevant organisations within the British Isles to optimise best practice within the Isle of Man.

KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- A first degree in a health, social care or life sciences related subject.
- A health, social care or life sciences related postgraduate degree at Master's level (preferably with a large research component e.g. MPhil or MRes).
- Experience of working in a research environment within a University, health provider or charity setting
- Experience of conducting health or social care research.
- Ability to work with a high degree of autonomy and little supervision.
- Excellent organisational skills with experience of managing multiple projects and a keen interest to work in a busy research environment.
- Established leadership and team working skills.
- High level communication skills to manage the communication of sensitive and critical information to DHSC, clinicians, other Government Departments, service users and the public.
- Analytical skills, with the ability to manage and analyse highly complex and critical information and communicate this effectively to others.
- Exemplary record-keeping and data collection skills.
- Expertise with MS Word, Excel, PowerPoint and Access or equivalent software.
- An ability to balance the competing pressures of a complex job and working to strict deadlines.
- Ability to use initiative and motivate others.
- Willingness to gain expert knowledge of Research Governance guidance and legislation.

- Willingness to gain knowledge and understanding of research theory and methods, and therapeutic approaches / interventions currently being utilised across the field of health and social care.
- Ability to work with a high degree of autonomy and little supervision within a small Research and Development Unit.
- Intellectual flexibility and excellent attention to detail.

TRAINING, EDUCATION & RESEARCH

- In collaboration with DHSC R&D colleagues create a close working relationship with research stakeholders to develop for review and information recording.
- Offer support and advice for those people wishing to undertake research under the auspices of IOM DHSC.
- Deliver training to a range of staff across the DHSC about research governance, culture, systems and process on a monthly basis
- Initiate systems that promote good research practice in supporting public and patient involvement and engagement in research at all levels, with the aim of developing the IOM DHSC role as a leader in this field.
- Take responsibility for and be proactive in own professional development and maintenance of professional registration (as appropriate). To engage in Continued Professional Development to ensure both theory and practice developments are achieved.

PLANNING & ORGANISATIONAL SKILLS

In partnership with the Head of Research and Development the post holder will:

- Develop the necessary structures and processes to ensure high quality, safe and ethical health, social care and clinical research in the IOM.
- Provide effective management and co-ordination of a range of research projects across health and social care.
- To maintain a thorough and up to date knowledge of local and UK R&D policy through attendance at workshops, training and meetings and assimilation of information from a range of sources and ensure dissemination of key developments across the DHSC.
- Establish appropriate procedures for the collection and holding of research data, ensuring compliance with GDPR, data protection and Freedom of Information legislation.

COMMUNICATION

- Communicate with a range of research stakeholders both within and external to the DHSC to effectively co-ordinate and manage multiple research projects
- Compile high level reports to meet DHSC reporting requirements, which relate to research governance and involvement with research networks where appropriate.
- Manage the communication and raise the profile of R&D issues across the DHSC and other organisations via communications e.g. R&D website and social media.
- Work with researchers within the DHSC and partner agencies to promote effective working of DHSC management processes and policies.
- Provide or enable access to highly specialist advice on all aspects of the research process in particular interpreting legislative and regulatory requirements and providing guidance to researchers on fulfilling their obligations.

MANAGERIAL/LEADERSHIP

- With the Head of Research and Development to manage the budget for this area and liaise with the DHSC Finance Department as necessary.
- Financial delegation to manage spend from budget as agreed with Head of Research and Development
- Develop and manage the R&D approval process for local studies and ensure the development and monitoring of appropriate formal research agreements with other organisations as apposite.
- Represent the R&D Unit and DHSC at internal and external events relating to DHSC research activities.

CLINICAL AND RESEARCH GOVERNANCE

- Develop, disseminate and ensure compliance with key policies to support Research Governance arrangements in the DHSC. This involves working with senior staff and researchers across the DHSC and other agencies (where relevant) to ensure the policies are implemented in full. Key policies to be developed include audit and monitoring of research, mental capacity and consent in research.
- Oversee the monitoring and audit of DHSC research activity, discussing and reporting outcomes with lead investigators, IOMREC Chair and appropriate groups within the DHSC. This system requires continual review and development to ensure IOM DHSC agreed research governance requirements are met.

SYSTEMS & EQUIPMENT

- In collaboration with appropriate stakeholders develop documentation including pathways for proposed research review and approvals.
- Maintain a high standard of recording research projects registered with the R&D Unit and ensure this is kept up to date.

DECISIONS & JUDGEMENTS

- Work pro-actively with the DHSC to promote the importance of R&D as a central part of the DHSC mission. In particular, the post holder will ensure that researchers, DHSC Managers and clinicians are able to effectively participate in research practice and are aware of and complying with their roles under the IOM Research Governance Framework and other regulatory and statutory obligations.

Competencies

All staff of the Department of Health and Social Care are expected to recognise that the everyday business of the Department requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all business and to uphold such confidences both in administering the business of the office and outside of the office.

As a member of DHSC, the role holder represents the Department in a wide range of business settings, forums, committees and officer level working groups. It is expected that they will be a committed ambassador of the Division and the work that it seeks to achieve.

The job holder reports to the Head of Research and Development

The Head of Research and Development as Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance & Development Review Scheme.

The Reporting Officer, the will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- ♥ Personal Delivery Plan and a Personal Development Plan is agreed with the job holder,
- ♥ Review and assessment of the job holder's performance and competency/behaviours is made, and
- ♥ Performance and Development Review meetings are conducted.

Performance management and improvement

All Civil Servants have a personal responsibility for performance management. The job holder will be expected to contribute to their annual performance and development review and all interim performance reviews.

General Scope

This job description is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This job description will be reviewed as necessary to reflect future requirements

Health & Safety

The role holder is responsible for his/her own health and safety and the impact of his/her actions on others. The role holder will be responsible for identifying any possible risks or near misses to a responsible manager and or the Health & Safety Review Group.

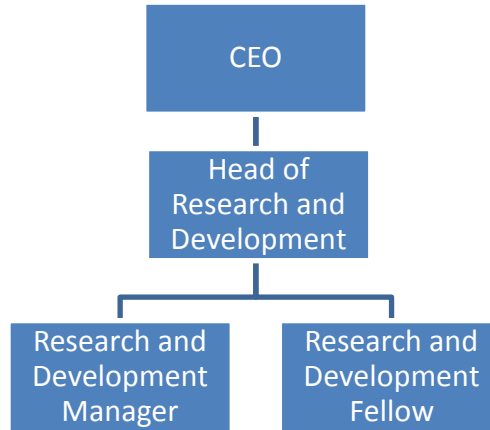
Management Authorities

The delegation of Management Authority for the roles within the Department of Health and Social Care has been granted by the Chief Officer as follows:

All Countersigning Officers' Middle Managers

Civil Service	Authority of the Post Holder
Disciplinary Procedure	Up to Final Written Warning
	Appeals up to Final Written Warning
Capability Procedure	Up to Stage 2/ Formal Warning Stage
Grievance Procedure	Up to Stage 2

**Department of Health & Social Care
Organisational Chart**



Competency Levels For This Post Are:

Leading and Working Together	Level C
Communicating and Influencing	Level C
Achieving Results	Level C
Delivering a Quality Service	Level C
Changing and Learning	Level C
Showing Commitment and Resilience	Level C



**Isle of Man Civil Service
Person Specification**

Job Title:	Research and Development Manager
Department:	Health and Social Care
Division:	Corporate Services
Grade:	HEO

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Capability		
<ul style="list-style-type: none"> A first degree in a health, social care or life sciences related subject. A health, social care or life sciences 	E	Application/CV
	E	Application/CV

<p>related postgraduate degree at Master's level (preferably with a large research component e.g. MPhil or MRes) or equivalent by virtue of research experience</p> <ul style="list-style-type: none"> • Evidence of working at Doctoral level • PhD in a relevant subject 	<p>E D</p>	<p>/Interview</p> <p>Application/CV /Interview</p>
<p>Capability</p> <ul style="list-style-type: none"> • Experience of working in a research environment within a University, health provider or charity setting • Experience of conducting health or social care research • Knowledge of research governance • Awareness of current publications and processes relevant to the development of research and development in a healthcare setting. • A broad level of awareness of current research approaches/interventions across the field of health and social care. • Ability to work with a high degree of autonomy and little supervision. • High level communication skills, sufficient to manage the communication of sensitive and critical information to DHSC, clinicians, other Government departments, service users and the public. • Specialist knowledge of the latest developments in other R&D national systems, including review arrangements and the working of research networks. • Experience of managing R&D activity in the health, social care or university sector at a senior level. • Experience of involving and engaging patients and the public in research. • Extensive experience of design, management and delivery of completed research projects in the health, social care or university sector. • Experience of costing research and negotiating research contracts. • Experience of providing advice and assistance to others about research process, protocols and analysis. • Relevant experience of working in a 	<p>E E E E E E E D D D D D</p>	<p>Application/CV /Interview</p>

healthcare or clinical environment.		
Character <ul style="list-style-type: none"> ♥ Able to work autonomously and collaboratively within a small Research and Development Unit. ♥ An ability to balance the competing pressures of a complex job. ♥ Excellent team working skills. ♥ Intellectual flexibility and excellent attention to detail. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">Application/CV</p> <p style="text-align: center;">Interview</p>
Skills and Abilities <ul style="list-style-type: none"> ♥ Excellent organisational skills, with experience of managing multiple projects and a keen interest to work in a busy, research environment. ♥ Analytic skills, with the ability to analyse highly complex and critical information and communicate this effectively to others. ♥ Expertise with MS Word, Excel, Power point and Access or equivalent software. ♥ Excellent organisational, management and supervisory skills and an ability to work to strict deadlines. ♥ Ability to compile expert level documents. ♥ Exemplary record-keeping and data collection skills. ♥ Established track record of developing and delivering strategy. ♥ Experience of using and interpreting complex statistics in a healthcare setting ♥ Experience of using statistics software (e.g. SPSS/STATA) ♥ Experience of using qualitative research software (e.g. NVivo/ATLAS.ti) 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">Application/CV</p> <p style="text-align: center;">Interview</p>
Circumstances and Interests <ul style="list-style-type: none"> ♥ Ability to fulfil role within a variety of locations and settings. ♥ Full valid driving license with access to own vehicle ♥ Isle of Man Worker 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">Application/CV</p> <p style="text-align: center;">Pre-employment Checks</p> <p style="text-align: center;">Interview</p>