



**Cumberland  
Council**

## Post Specification

<b>Date</b>	<b>13 November 2023</b>
<b>Post Group Number</b>	<b>8081</b>
<b>Post Title</b>	<b>HDRC Research and Innovation Manager</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS17</b>
<b>Final Grade</b>	<b>Grade 17</b>

**To be read in conjunction with the job family role profile**

### Service Area description

Cumberland Council has been awarded £5 million by the National Institute for Health and Care Research (NIHR) to become a 'Health Determinants Research Collaboration' (HDRC), as part of a wider £50 million investment from the NIHR for a selected number of local authorities across the country to build capacity and capability to conduct high quality research to address health inequalities and improve health outcomes. The HDRC will shape Cumberland Council into a modern empowering council underpinned by research and evidence-based practice. Becoming a centre of excellence for sustainable Local-Authority and community-led health determinants research and experts in health inequalities in coastal, rural and dispersed communities.

The HDRC will substantially increase the Council's monitoring and evaluation capacity, enabling us to measure what works in addressing the wider determinants of health. The new HDRC will enable a culture change whereby our departments and staff are aware of the importance of the wider determinants of health and are confident in using, sharing and creating new research evidence. As a result of the HDRC, staff will be equipped and inspired to be innovative in their thinking, to develop research questions and seek support from the HDRC for research grant applications. Finally, the HDRC will engage communities, supporting them to have a clear voice throughout everything this research collaborative seeks to achieve.

### Purpose of this post

Cumberland council are seeking to recruit an outstanding individual with a proven track record of systemwide leadership and innovation with excellent project and programme management skills.

The Research and Innovation Manager for Cumberland HDRC will provide day to day operational leadership for the HDRC Team, taking the lead role in establishing and managing the project, programme and financial structures and processes needed to manage and deliver the programme's intended outcomes. The role will be overseen and line managed by the HDRC Director. These roles will work closely to embed research infrastructure and activity in the foundations and culture of Cumberland Council in conjunction with partners (e.g. Cumbria University, University of Central Lancashire and wider academia, NHS partners and VCSE Organisations).

The research culture and infrastructure in Cumberland is less well developed than other HDRCs. A key part of the Research and Innovation Manager role will be to research and understand the knowledge, expertise and infrastructure required to establish and run a successful HDRC. To achieve this the post holder will be required to have a strong background in collaborative working within a research environment as well as understanding of relevant research structures and systems.

The post holder will work closely with academic partners and ensure the HDRC is linked into and influences the work of key institutions at local, regional, national and international levels.

The successful applicant will need the ability to conceptualise, communicate and implement an entirely new team and test new ideas and approaches.

The post holder will be expected to manage multiple and changing demands, HDRC budget/resources and other research income and to meet tight NIHR and internal reporting deadlines. To achieve this the Research and Innovation Manager will be a problem solver with the ability to 'self-task' based on the outcomes they have been asked to deliver and proactively identify problems and formulate solutions including building relationships and drawing in support.

Given the novelty and uniqueness of the roles, we are excited to welcome applicants from a diverse field and backgrounds – the strength of the HDRC team will come from a varied blend of skills and experiences.

### **Key job specific accountabilities**

1. To be the operational lead for the Council's HDRC.
2. Be accountable to the Director of HDRC to deliver the milestones of the programme within the budget allocated by NIHR.
3. Work with senior leadership to set the goals and objectives for the programme. Build consensus around the programme's problem definition and solution design amongst a diverse stakeholder set.
4. Co-ordinate alignment of the strategic goals and objectives and any associated strategies/initiatives into one actionable programme plan/ strategy.
5. Lead on co-ordination of responses to NIHR including ensuring that all reporting obligations and agreed milestones are delivered.
6. Lead on and establish and manage the programme budget, securing resources and expertise from the organisation as required.
7. Put in place any necessary contracts or commercial agreements including agreements on ownership of Intellectual Property Rights (IPR), ethics and research governance, collaboration agreements with key partners.
8. Establish and maintain a steering group, with ToR and regular meetings to ensure strategic oversight and critical appraisal.
9. Broker relationships, negotiate, and influence stakeholders both within and outside the organisation to maximise the support available. This will include providing appropriate support to partners within the programme in horizon scanning and bidding for new research or charitable funding and support.
10. Make presentations to senior management and other stakeholders, as well as engage with the NIHR to review processes where required. Work with stakeholders to challenge any limitations and elevate and solve issues or risks affecting the programme's delivery. Be the guardian of timescales without compromising on quality, compliance, or rigour.
11. Ensure that a robust approach is taken to data protection, research governance and ethical use of data for all work conducted as part of the programme.
12. Act as a senior point of contact for external and internal partners
13. Support colleagues and Directorates to enable a change in organisational culture across Cumberland Council in line with the HDRC vision
14. Identify and prioritise evidence and knowledge gaps across Cumberland Council and wider partners and develop/deliver a programme of work to meet these priorities
15. Co-ordinate the preparation and publication of data, reports and information, ensuring that these meet legislative, contractual and ethical requirements
16. Provide expertise in the application of relevant legislation and good practice guidelines in the implementation of research studies
17. Understand the requirements of the various bodies (e.g. national funders), agencies and frameworks, guiding projects in conforming to those requirements and co-ordinating any necessary audit processes
18. Manage workload priorities ensuring the more urgent and important tasks are completed first within required timescales
19. Represent the HDRC at appropriate meetings, conferences, and events

20. Where appropriate, mentor internal colleagues to develop their research skills and portfolios
21. Develop and maintain systems to record research activity
22. Prepare tabulated and graphical summary information on research activity as required
23. The above duties and responsibilities cannot totally encompass or define all the tasks that may be required of the post holder. The outline duties may therefore vary from time to time without materially changing the character of level of responsibility. These factors are reflected in the grade for the post.

Cumberland Council is totally committed to continuous organisational and employee development. The post holder is required to participate fully in all initiatives that facilitate continuous improvement in both service quality and employee development and performance.

### Please note annual targets will be discussed during the appraisal process

#### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>Responsible for management of the £5 million NIHR budget including reporting and monitoring in line with funder requirements.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>Management of up to 10 staff</li> <li>Ensure the HDRC is compliant with relevant legislation and research frameworks.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Responsible for timely reporting to funder and steering group</li> <li>Projects may be of high profile and require direct engagement in media activities. A willingness to be directly engaged in media activities if required is essential.</li> </ul>

#### Essential Criteria - Qualifications, knowledge, experience and expertise

- Relevant degree and masters in appropriate discipline
- Detailed knowledge and experience of project and programme management
- Experience of designing and undertaking research projects
- Track record of taking a leadership role in developing and delivering programmes of work
- Line management experience
- Excellent communication and presentation skills
- Experience of collaborative working across complex systems with multiple stakeholders
- Demonstrate a strong understanding of the role that the wider determinants of health play in health outcomes and actions to address inequalities.
- Demonstrates technical knowledge and expertise on national policies and frameworks for conducting research
- Evidence of an open and collaborative style which values the contribution and expertise of others.
- Evidence of playing a key role in the delivery of a cultural change, strategic leadership and collaboration across services and partners.

#### Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

#### Job working circumstances

<b>Emotional Demands</b>	Minimum exposure
<b>Physical Demands</b>	Normal effort required
<b>Working Conditions</b>	You will take a hybrid approach to working, attending relevant meetings in person as required

#### Other Factors

- UK driving licence is desirable due to the geographical footprint of Cumberland and Cumbria