JOB DESCRIPTION

1. JOB TITLE: Director of Research & Innovation
2. LOCATION: Trust-wide
3. NOMINAL BASE: Trust-wide
4. SALARY: 3 PAs
5a. RESPONSIBLE TO: Deputy Medical Director (Clinical Standards and Governance)
5b. ACCOUNTABLE TO: MEDICAL DIRECTOR
6. JOB PURPOSE/SUMMARY
The Director of Research & Innovation will provide strategic leadership in further developing the Trust’s investment in clinical research and work closely with the Commercial Director in expanding the innovation agenda in partnership with the Academic Health Science Network and other relevant stakeholders. In support of this, the post holder will develop a research strategy which is safe, effective and sustainable long term. To enable delivery of the research strategy, the post holder will ensure that the systems and processes within the organisation are fit for purpose to enable the organisation to deliver quality research that meet the requirements of the relevant regulations, legislation and guidelines that inform research. The post holder will manage and further develop the Centre for Clinical Research and Innovation, working with internal and external stakeholders.

7. ESSENTIAL KNOWLEDGE, QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED
See person specification for full details.

8. MAIN DUTIES AND RESPONSIBILITIES
a. Responsible for the development, governance and management of Research and Innovation functions across the organisation.

b. Responsible for ensuring all clinical trials and studies comply with the regulatory and legal framework and are reported through the relevant agencies, sponsor and host organisations within required timelines.

c. Responsible for developing and promoting the Trust’s Research and Innovation interests through local and national research networks as required.

d. Working with the MD, CEO and Executive Commercial Director to create a Research and Innovation strategy maximising the potential of the Trust and its partners.
e. To maximise research income from external peer reviewed funding sources.

f. To ensure the organisation, identifies, exploits and commercialise innovations in partnership with external stakeholders.

g. To maximise participation in and recruitment to NIHR portfolio studies.

h. To ensure the completion and reporting of studies conducted in the organisation.

i. Create an appropriate culture to promote research development and innovative practice across all professional groups in the Trust.

j. Responsible for managing senior staff within Research and Innovation including recruitment, appraisal, discipline, training, holiday and sick leave.

k. Responsible for ensuring budgetary management and reporting for all activities and staff within the department.

l. Create a management framework in consultation with the Medical Director for the effective completion of these responsibilities, including reporting via established Trust governance frameworks.

m. To ensure the development of effective partnerships with local and national academic institutions.

n. To manage a register of all research activity across the organisation.

o. To ensure all staff engaged in clinical research are appropriately trained, qualified and where appropriate, assure information is available for medical staff to include information within appraisals.

p. To report to the Medical Director on a quarterly basis, including performance, risk and changes in line with the Health Research Authority/National Institute for Health Research agenda which may affect the delivery of research within the organisation.

q. Responsible for ensuring financial and research probity in all projects conducted in the organisation.

r. To work with Care Groups to ensure Research and Innovation potential is maximised and embedded in the job plans of responsible clinicians in line with trust policy.

s. Ensure the effective dissemination of research findings to relevant partners.

t. Ensure that appropriate educational programmes exist to support and develop researchers across the organisation, sign posting to external training where relevant.

u. To produce an annual report detailing all research activity, income and output.
v. To ensure a sustainable strategy for Research and Innovation for the future.

9. **VALUES AND BEHAVIOURS**
As a senior post holder in CDDFT you will be required to be an inspirational leader and great line manager.

This includes:

a. Promote the Trust’s core values of care, quality, respect, leadership and achievement by adherence to the behavioural competencies as detailed on the Trust’s website/intranet site.

b. Put delivery of high quality services at the forefront of what you do.

c. Ensure that excellence in communication and engagement of staff, service users and stakeholders is at the centre of everything you do. Critical to this is effective communications with patients and colleagues.

d. Establish excellent working relationships with clinicians and other colleagues within the Care Group and across the organisation as required enabling transformation and delivery on all areas of performance.

e. Involvement in the transformation and integration of services using lean methodologies across pathways and services both internally and with external agencies (e.g. local authorities) to achieve improved outcomes for patients and service users, increase productivity and reduce costs (QIPP).

f. Appropriate involvement in the development and delivery of the health and well-being agenda.

g. Demonstrate a can do approach to problem solving and delivery of services.

h. Ensure that robust governance is embedded in your area of responsibility.

i. At all times demonstrate behaviours that are consistent with your role as a senior colleague in the organisation.

j. Employees are expected to be aware of and carry out their duties in accordance with the Equality, Diversity and Human Rights Policy (POL/PD/0009), Dignity at Work Policy (POL/PD/0002), and Privacy, Dignity and Respect Policy (POL/N&Q/0030).

k. All employees are required to promote high quality care and good health and wellbeing through the enduring values described by the Department of Health: “The 6Cs – care, compassion, competence, communication, courage and commitment”.

10. **COMMUNICATIONS AND WORKING RELATIONSHIPS**
- Group Clinical Directors.
- Clinical Directors.
• Clinical Leads.
• Other medical staff at all levels.
• Clinical Service Managers.
• Foundation Trust Board Members.
• Governors.
• GPs.
• Patient Access and Human Resources Senior Managers.
• External organisations as required, e.g. Monitor, NHS England, North East Commissioning Support Team, Local Authorities, third sector, Institute of Innovation and Improvement, patients / public representatives, MPs and other political leaders, Local Involvement Networks, National Clinical Advisory Service / General Medical Council, Clinical Commissioning Groups, Managers and clinical staff.

11. MANAGEMENT AND SUPERVISORY POSTS
All managerial and supervisory posts are expected to follow the principles of Improving Working Lives and specifically be aware of, understand, and apply fair employment policies/practices, and equality of opportunity. Commit to developing staff preferences, promoting flexible working arrangements, and encourage change of working practice following major life changing events.

All managerial and supervisory posts will ensure compliance with Trust policies and procedures and clinical guidelines.

All managerial and supervisory posts must ensure staff have equal access to career progression and are appraised annually and have a PDP.

12. HEALTH AND SAFETY RESPONSIBILITY
It is the responsibility of the individual to work in compliance with all current health and safety legislation and the Trust’s Health and Safety Policy and to attend any training requirements both statutory and mandatory in line with the Trust’s legal responsibility to comply with the Health and Safety and Welfare at Work Act 1974.

13. INFECTION CONTROL
It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with the Trust’s responsibility to comply with Government Directives.

14. RISK MANAGEMENT
It is a standard element of the role and responsibility of all staff of the Trust that they fulfill a proactive role towards the management of risk in all of their actions. Members
of staff are responsible for adherence to all Trust policies for the safety of staff and patients at work.

15. **SUSTAINABILITY**

The Trust works in partnership with the NHS Sustainability Unit and Carbon Trust to achieve and exceed carbon reduction targets. Our aim is to be an exemplar organisation in the way we embraces sustainability and corporate social responsibility. To achieve this it is the responsibility of all staff to minimise the environmental impact of their day to day activities and adhere to Trusts policies on sustainability, waste, resource usage and governance.

16. **GENERAL**

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.

**ANNUAL REVIEW RECORD**

Date of Issue: ............................... 

Date of Review: Employees Signature: Signature of Line Manager:  

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Any changes to the job description will be discussed with the post holder.

**ORGANISATION CHART**

CHART WILL BE INCLUDED ONCE CONSULTATION PROCESS HAS BEEN COMPLETED.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>JOB TITLE</th>
<th>BAND</th>
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</thead>
<tbody>
<tr>
<td>Medical Director</td>
<td>Director of Research &amp; Innovation</td>
<td>Consultant</td>
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## SHORTLIST CRITERIA

**Criteria Relevant to the Job**

<table>
<thead>
<tr>
<th>Qualifications &amp; Training</th>
<th>ESSENTIAL</th>
<th>DESIRABLE/ADDITIONAL/USEFUL</th>
<th>MEASUREMENT/HOW IDENTIFIED</th>
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<tbody>
<tr>
<td></td>
<td>Requirements necessary for Safe and Effective Performance in the Job</td>
<td>Where available, Elements that contribute to Improved/Immediate Performance in the Job</td>
<td>Indicate how and at what stage the criteria will be verified</td>
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</tbody>
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### Qualifications & Training
- Medically qualified Royal College membership.
- General management qualification.

### Statutory Registration
- GMC Registration.

### Special Skills & Knowledge
- The highest level of interpersonal, communication and leadership skills.
- Able to lead and motivate others, strong influencing and negotiation skills.
- Ability to analyse highly complex organisational problems and develop and implement workable solutions.
- Ability to relate to a wide spectrum of NHS professionals with competing agendas and achieve organisation focused solutions to problems.
- Able to assess priorities and make decisions, quick to ‘think on feet’, influence, persuade, give leadership and direction.
- Service improvement and redesign techniques.

### Measurement/How Identified
- Application Form & Interview.
- Application Form.
**Knowledge and understanding of key NHS issues, including national and local policy drivers that are complex and highly politicised.**

Knowledge and understanding of legislation relating to medical practice.

Highly developed knowledge and understanding of key organisation systems and NHS modernisation agenda.

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**Experience**

Experienced practising clinician with knowledge of statistics / research / information analysis and research techniques

Senior clinical professional with demonstrable leadership and management experience

Developing and implementing clinically related strategies to improve quality and efficiency of systems.

Successful track record delivering high quality services in a large complex multi-disciplinary healthcare environment.

Leading change in challenging environments.

Committed to developing a comprehensive understanding of research governance.

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Application Form & Interview.
| Personal Attributes | Confident.  
Able to function in a multi-professional environment.  
Leadership skills.  
Ability to cope under pressure and work to ambitious deadlines.  
Self-motivated, energetic and flexible, with well-developed interpersonal skills.  
Has presence, commands attention.  
Personal resilience, self-awareness, determination to succeed. | Interview. |
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<tr>
<th>Values and Behaviours</th>
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<th>Special Requirements</th>
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<tr>
<td><strong>Patient Focused:</strong></td>
<td>Understands how their role impacts on the patient journey, and a willingness to place the patient at the centre of what they do.</td>
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<td>Ability to travel to meet the requirements of the post.</td>
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<td><strong>Achieving Results:</strong></td>
<td>Experience of successfully working to deadlines and completing tasks.</td>
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<td><strong>Inspirational Leadership:</strong></td>
<td>Keen to develop themselves and others, open to new ideas and willing to share their experience with others.</td>
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<td><strong>Maximising Value:</strong></td>
<td>Takes ownership of problems and does not overly complicate matters or involve colleagues unnecessarily.</td>
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<td><strong>Working Together:</strong></td>
<td>Approachable and able to build relationships with a wide variety of colleagues.</td>
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<td><strong>Equality and Diversity:</strong></td>
<td>Can demonstrate a positive and non-judgmental attitude towards difference in terms of service delivery and working practice.</td>
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<td><strong>6 Cs of Care:</strong></td>
<td>Is able to show knowledge and understanding of promoting care, compassion, competence, communication, courage and commitment within their role.</td>
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<td><strong>Interview:</strong></td>
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<td><strong>Ability to travel to meet the requirements of the post.</strong></td>
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