

Kent County Council

Job Description: *Research & Innovation Project Facilitator*

Directorate:	Adult Social Care and Health
Unit/Section:	Public Health
Grade:	KR10
Responsible to:	Research Innovation and Improvement (RII) Senior Programme Lead

Purpose of the Job:

To progress development of the Kent County Council (KCC) research portfolio. That includes facilitating delivery of projects from the National Institute for Health and Care Research (NIHR) portfolio (so called 'portfolio projects') and developing and drafting internal R&I project proposals (so called 'home grown'), including their prerequisites such as evaluations, audits and/or quality improvements.

To review capacity and capability and manage resources and governance associated with the delivery. This will often include making complex decisions and require well developed negotiating skills.

Main duties and responsibilities:

- As an experienced researcher, to actively look out for NIHR portfolio projects that are relevant to the KCC strategic agenda. This will require understanding of the existing functions and structures within the KCC, and ability to develop close networks.
- Actively search for potential funding/grant opportunities and apply for these. Independently assess suitability, assemble teams with relevant expertise, manage stakeholder expectations and consider wider implication across all functions.
- Review capacity, capability and governance requirements for all projects and address any logistic problems. Make high impact decisions, often at short notice and under pressure. Proactively demonstrate problem solving skills for complex problems.
- Manage and take responsibility for the ongoing projects. Troubleshoot any issues that may arise. Ensure quality and compliance with the national standards.
- Act as a point of contact and mentor for staff who wish to develop their ideas. This includes but is not limited to: literature search, protocol and document development, identifying and applying for suitable funding, identifying suitable sponsors.
- Provide professional advice on research governance issues, including submission to the Health Research Authority (HRA). Interpret policies, national recommendations and translate these into local practice. Actively engage in monitoring and/or auditing of KCC R&I projects.

- Liaise with the local academia and other institutions to promote, support and manage development of KCC R&I portfolio. Engage in strategic planning and operationalizing these at a local level. Work closely with the internal staff, and local and national research providers and institutions such as the Clinical Research Network Kent Surrey and Sussex (CRN KSS) or Universities.
- Working with the communication department and other relevant services, ensuring that R&I activities are promoted, inspire engagement, and endorse opportunities.
- Provide regular reports on Key Project Indicators (KPIs). Contribute to the strategic vision for Research Innovation Improvement KCC agenda.
- Mentor and support development of potential Chief and Principal Investigators. Provide individual training, advice, and signpost to relevant resources.
- Support Research Innovation and Improvement (RII) Senior Programme Lead with his/hers responsibilities.
- Maintain accurate records of all activities associated with the R&I.
- Ensure that training pertinent to the role, including mandatory training is up to date. Attend training to maintain skills as required.
- Be flexible and adaptable in order to provide high quality support that is responsive to change.
- The list is not exhaustive and other duties might be expected commensurate with the role and grade.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Research & Innovation Project Facilitator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Preferably 1st Degree/Diploma in Public Health/Social Care/ Health Science or other relevant subject. <p><i>Alternatively</i></p> <ul style="list-style-type: none">• A significant working experience in research will be considered.
EXPERIENCE	<ul style="list-style-type: none">• Demonstrable experience in being able to write clearly, concisely and accurately about potentially complex issues.• Experience in literature review, reading and understanding medical articles, publishing.• Proactive in keeping abreast of developments by reviewing academic literature and policy documents.• Experience of conducting formal project evaluations and/or research projects.• Experience of working in research environment.• Experience of managing or maintaining databases.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• An effective facilitator.• Attention to detail.• Ability to work autonomously with responsibility for multiple work streams• A high degree of organization, innovation and flexibility to manage competing priorities effectively.• Ability to problem solve.• Ability to work to tight deadlines and under pressure.• Excellent time management skills, ability to prioritize and work proactively.• Ability to establish a role and develop collaborative working relationships with different teams.• Excellent interpersonal, communication, presentation and report writing skills.• Ability to negotiate with staff at all levels.• Ability to work with sensitivity and tact with sensitive or contentious information.• Excellent IT skills.
KNOWLEDGE	<ul style="list-style-type: none">• Specialist knowledge of the governance and legislative framework for conducting research studies, including Good Clinical Practice.• Understanding of the current national systems and structures for the development, approval, management and monitoring of research projects.• Understanding of the National Institute for Health and Care Research (NIHR), its strategy and impact on local implementation.

KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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