

Kent County Council

Job Description: *Research Training Programme Lead*

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 develop and implement training programme for the Kent County Council (KCC) staff pertaining to research skills such as literature review, protocol writing or taking consent for research.

To develop research competency framework for Local Authorities staff, identify gaps in the current provision, and build modulated training bundle ensuring that it meets the learning needs of the workforce.

To act as a source of advice and guidance regarding research related training and support potential Facilitators to develop in their roles to ensure sustained delivery of high-quality training.

Main duties and responsibilities:

- As an expert in the field of research and/or course facilitation, be responsible for development of, and advising, on research competency framework for Local Authority staff. Based on the framework, develop training package, ensuring that it meets the learning needs, satisfies national standards and is achievable.
- Liaise, network and influence broad range of internal and external stakeholders such as the HR or Clinical Research Network Kent Surrey and Sussex (CRN KSS). Interpret and adapt existing national policies and practice for local application.
- Lead and manage process of identifying, organizing and initiating development of robust structures, processes, internal and external partnerships and communication links to facilitate delivery and resourcing of high quality, innovative adult learning to meet the national standards of research training.
- Independently coordinate implementation of the programme to KCC staff and monitor and manage staff engagement. Assess and address issues as they arise.
- Monitor wider implications of the programme across functions. Identify potential issues and look to resolve them swiftly, courteously, promptly and efficiently. Proactively demonstrate problem solving skills for complex problems.
- Working with the communication department and other relevant services, ensure training opportunities are promoted to relevant staff groups. Being an expert in the field, act as point of contact and network to identify best opportunities. Ensure that training and information is

available, accessible and responsive to the needs. Oversee quality assurance which includes updating of course materials and ensuring consistency of delivery.

- Provide regular reports on Key Project Indicators (KPIs). Contribute to the strategic vision for workforce planning, training and development.
- Mentor and support development of potential Training Facilitators. This will involve evaluation and delivering constructive feedback on Facilitator performance.
- Explain highly complex information about clinical research process to those with little or no prior knowledge or experience, both verbally and in written materials.
- Deliver certain aspects of the programme such as Good Clinical Practice (GCP) for non-NHS research sites (training will be provided).
- Develop new skills and techniques as required to deliver objectives of the role. Be flexible in approach to work as the role require flexibility.
- The list is not exhaustive and other duties might be expected.

Footnote: This job description is provided to assist the job holder to know what their 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 Training Programme Lead*

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">• 1st Degree/Diploma in public health/social science/ health science related subject. <i>Alternatively</i> <ul style="list-style-type: none">• A significant working experience in delivering research related courses, or working experience in research
EXPERIENCE	<ul style="list-style-type: none">• Experience of developing, delivering and managing training programmes.• Experience of working in research.• Project management experience – delivering highly complex projects involving multiple agencies and individuals in a range of tasks to a tight budget.
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">• Thorough understanding of the complex research process.• 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.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: <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

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| | <ul style="list-style-type: none">• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make |
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Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making