

## Role Profile

Details	
Job Title:	<b>Head of Research and Clinical Trials</b>
Job Grade:	<b>Head</b>
Salary:	<b>£43,466 - £58,000 (depending on experience)</b>
Reports to:	<b>Director of Research, Services and Policy</b>
Based in:	<b>Harrogate with frequent travel within the Yorkshire region</b>
Hours:	<b>Full time, 37 hours</b>
Direct Line Reports:	<b>Currently one, but team will grow to at least six in 2022</b>
Responsible for:	<b>Currently a team of 5, team will grow to at least six in 2022</b>
Overall purpose	
<p>Reporting to the Director of Research, Services and Policy, the Head of Research and Clinical Trials will be responsible for developing, delivering and managing a portfolio of interventional research to ensure the charity meets its ambitious goal of saving 2000 lives each year in Yorkshire.</p> <p>This will include delivering our funding rounds that comply with the Association of Medical Research Charities (AMRC) peer review systems from launch to completion; strengthening our patient and public involvement in all of our research funding processes; ensuring the highest standards of research governance; leading on the development of a new 'Clinical Trial Development' function as well as contribute to the refinement and implementation of the strategic aims of the charity.</p>	
Key responsibilities	
<p><b>Funding research to directly impact patients across Yorkshire</b></p> <ul style="list-style-type: none"> <li>• Lead the Research Funding Team to run our response mode funding: <ul style="list-style-type: none"> <li>○ Define and run our annual response funding round in order to fund research that will contribute to the charities KPIs and strategic objectives.</li> <li>○ Develop new response mode funding rounds on specific topics as needed.</li> <li>○ Manage our Research Advisory Panel and continue to increase the diversity of panel members in relation to their expertise, background and lived experiences (the panel comprises academics and people affected by cancer).</li> </ul> </li> <li>• Develop new processes to identify, generate, review and fund proposals for new clinical trials that will meet our KPIs and strategic objectives. This will involve: <ul style="list-style-type: none"> <li>○ Reviewing clinical and pre-clinical research landscape to identify key areas of clinical research to bring to Yorkshire.</li> <li>○ Collaborating with stakeholders across the globe in order to generate proposals.</li> <li>○ Creating new funding rounds to assess proposals and award funding.</li> <li>○ Leading on the creation of a new clinical trial development team.</li> </ul> </li> </ul>	

- Identify and exploit opportunities for mixed motive (aka social) investment that will contribute to our strategy and generate income.

### **Research Award Management**

- Lead the Research Funding Team to:
  - Identify and agree appropriate KPIs that can be monitored for all funded projects.
  - Effectively manage the Research Awards to ensure all allocated funding is used as planned and the impact is monitored.
  - Monitor, and manage as appropriate, any IP arising from our Awards.

### **Public and Patient Involvement (PPI)**

- Build on the charity's involvement of people affected by cancer through our Research Advisory Panel and further develop and strengthen our PPI in all aspects of our Research Funding.
- Support the development of a new PPI function that will support the research, services, policy and communications work of the charity.

### **Research governance**

- Set the Research Funding Team objectives and budgets ensuring they underpin the delivery of the organisational strategy.
- Review and develop effective research governance and ensure that our governance structures and peer review processes are in accordance with AMRC guidelines and best practice.
- Lead the Research Funding Team to:
  - Collaborate with the Finance Team to ensure research award finances and variations of expenditure from plan are processed correctly.
  - Establish and maintain compliance with all relevant data protection regulations for all Research Awards in line with existing charity policies and procedures.
- Maintain awareness of the external research environment, including working with the NCRI, AMRC and relevant funding organisations such as the NIHR and other health charities.

### **Partnership working**

Collaborate with key organisations, professional bodies, relevant institutions and individuals as well as ensuring public and patient involvement to develop research trials. This includes:

- Patients and service users.
- Universities and other research institutions and organisations.
- The relevant Cancer Alliances/Partnerships.
- Local Authorities.
- Community and voluntary organisations.
- The private sector.

### **Leadership and management**

Lead and develop the Research Funding Team (and the PPI and clinical trial development teams when created) through:

- Effective leadership to set and achieve yearly and longer term KPIs and strategic objectives.
- Coaching and development of all team members.

- Managing line reports to ensure delivery targets are met.
- Role modelling the values of the charity.
- Providing reports and recommendation papers to the Strategy and Impact Committee and the Board of Trustees.

### **Work as 'One Team' within Yorkshire Cancer Research**

Collaborate with colleagues across the organisation including:

- With the Director of Research, Services & Policy and the Cancer Insight Team, so as to undertake strategic analysis to identify other areas where the charity could have an impact in line with the charity's strategic aims.
- With the Brand and Relationships Team to provide cancer-related information, advice and support to our beneficiaries, donors and supporters.

### **Other duties**

- Deputise for the Director of Research, Services & Policy as required.
- Undertake other duties relevant to the purpose of the role as requested by the Director of Research, Services & Policy.

### **Qualifications**

- A Post Graduate Qualification in a relevant subject area with strong up to date knowledge and experience of successfully developing and leading research funding functions in the charity or public sector.
- Demonstrable evidence of continuing professional development.

### **Knowledge and experience**

- Excellent track record of management and leadership, with proven experience at a senior manager/team leader level in a relevant environment such as delivering or commissioning research in the charity sector.
- Substantial experience of implementing, managing and evaluating a strategic portfolio of human intervention research studies.
- Experience of developing research and clinical trial proposals in collaboration with a broad range of external senior and operational stakeholders including Universities and Clinical Research Organisations, in addition to patients.
- Experience of commissioning research and clinical trials.
- Experience of developing and managing research funding contracts as well as clinical trial monitoring frameworks.
- Experience of managing research with commercial or mixed motive investment aspects.
- In depth understanding and awareness of the medical research funding and clinical research delivery landscape such as AMRC standards and guidance, clinical research management in the UK, research ethics, the role of the NIHR CRN, role and function of CTUs, good practice around IP management and exploitation, open access publication policies etc.
- Substantial experience of building, managing and motivating talented teams to deliver against team and organisational objectives.
- Knowledge and understanding of cancer research is desirable but not essential.

### Skills and abilities

- Inspiring and empowering management and leadership skills.
- Excellent communication, influencing and negotiation skills with internal and external stakeholders.
- An ability to be commercially minded in relation to mixed motive investments.
- Able to develop and deliver complex projects.
- Able to lead delivery of research and clinical trial funding.
- Able to commission services with excellent procurement and contracting skills.
- Excellent financial planning skills.
- Formal project management skills, including budget control.
- Excellent risk management skills.
- Able to develop reports and present complex information to range of stakeholders.
- Able to work autonomously and as part of a team.
- Sets and achieves ambitious targets.
- Experience of managing or interacting professionally with commercially funded research is desirable but not essential.

### Other requirements

- Ability to travel across the Yorkshire region.
- Proof of your eligibility to work in the UK.
- Professional qualification check and DBS check (to be undertaken once role is offered and accepted).

### Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' see below).
- A dedicated and respected team player creating effective working relationships with others.
- Comfortable with challenging and changing environments and demonstrates resilience.
- A relentless commitment to continuous improvement.
- A passion for excellence.

## Our Values

Values	Behaviours to be demonstrated
<b>DELIVER IMPACT</b>	<p><b>Drive for results:</b></p> <p>Searches out target audience intelligence to inform decisions, taking time to understand target audience requirements and insights.</p> <p>Thinks analytically about Key Performance Indicators (KPIs) and how to achieve them.</p> <p>Appropriately delegates responsibility to team members to deliver against goals and KPIs and supports them to achieve their targets.</p>
	<p><b>Efficiency:</b></p> <p>Understands the availability of resources, making and following plans to leverage these for best effect.</p> <p>Sets timescales and pushes to make things happen quickly and efficiently.</p>
<b>HAVE INTEGRITY</b>	<p><b>Honesty and respect:</b></p> <p>Earns the trust and respect of line reports, colleagues and business contacts by being reliable and professional at all times.</p> <p>Represents Yorkshire Cancer Research values and behaviours through all contact with potential and existing suppliers.</p>
	<p><b>Courage and conviction:</b></p> <p>Is decisive in establishing clear priorities for self and team.</p> <p>Tough and resilient when dealing with change.</p>
<b>CHAMPION EXPERTISE</b>	<p><b>Continuous improvement and innovation:</b></p> <p>Uses data and facts – rather than anecdotes - to influence decision-making.</p> <p>Takes the initiative in identifying and embracing the opportunity for improvement and puts this firmly on the Yorkshire Cancer Research agenda.</p>
	<p><b>Governance / control:</b></p> <p>Contributes to the development of new processes and ways of working that address/meet relevant governance and control requirements.</p>

	Follows the Charity's ethical code of conduct and ensures suppliers do too.
<b>ONE TEAM</b>	<p><b>Collaborative:</b></p> <p>Collaborates cross-functionally to facilitate high levels of organisational alignment.</p> <p>Develops and maintains a network of contacts outside and across Yorkshire Cancer Research.</p> <hr/> <p><b>Leadership:</b></p> <p>Is a role model for Yorkshire Cancer Research values.</p> <p>Builds an effective, collaborative team.</p> <p>Provides clear, consistent messages about the direction of Yorkshire Cancer Research.</p> <p>Identifies and addresses team member's development needs.</p> <p>Actively supports change.</p> <p>Encourages and allows people to take responsibility and exercise initiative.</p>

## **YORKSHIRE CANCER RESEARCH**

### **Job Applicant Privacy Notice**

#### **Data controller: Yorkshire Cancer Research (the Charity)**

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does the Charity collect?**

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

#### **Why does the Charity process personal data?**

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

### **How does the Charity protect data?**

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

### **For how long does the Charity keep data?**

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin ([joanne.mornin@ycr.org.uk](mailto:joanne.mornin@ycr.org.uk))

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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