

## Job Description for HSRC Director

<b>Job Title:</b>	Director, NIAA Health Services Research Centre (HSRC)
<b>Directorate:</b>	Clinical Quality & Research
<b>Responsible to:</b>	Managerially responsible to RCoA Director of Clinical Quality & Research Professionally responsible to the Chair, NIAA Board and Chair, RCoA Clinical Quality & Research Board
<b>Key relationships:</b>	NIAA Board, HSRC Executive Management Board, Director, RCoA Clinical Quality & Research Board (and Chair), RCoA Director of Clinical Quality & Research, UK Perioperative Medicine Clinical Trials Network Director, RCoA Director of National Audit Projects, Perioperative Quality Improvement Programme(PQIP) Lead, NELA Chair and Clinical Lead, Associate Director of Clinical Quality and Research, RCoA Head of Research and RCoA Research Team

### Main function

Strategic leadership of HSRC: to direct, manage, develop and deliver the aims and objectives of the NIAA HSRC in line with its strategic plan, ethos and policies.

### SPECIFIC DUTIES AND RESPONSIBILITIES

- Review and further develop the HSRC's strategic plan
- Review and refine areas of activity and scope of activity of the HSRC, currently:
  - Defining quality: development and validation of quality measures and promotion of unified programmes of quality measurement
  - Evaluating quality: national programmes of quality and safety measurement, reporting and research– e.g. National Audit Projects; Sprint National Anaesthesia Projects; Children's Acute Surgical Abdomen Programme
  - Improving quality: national programmes of audit and quality improvement: e.g. National Emergency Laparotomy Audit, national Perioperative Quality Improvement Programme
- Assist the NIAA Board and RCoA Clinical Quality & Research Board in the review and implementation of the HSRC's strategic plan, with agreed timelines for implementation
- Review and refine the ethos and policies of the HSRC
- Identify and access resources (financial, human and material) required to further the HSRC's aims
- To be responsible for raising funds and managing the HSRC's finances effectively and efficiently within the RCoA's existing financial structure in conjunction with the RCoA's Director of Clinical Quality and Research
- Develop representational role appropriately and strategically
- Develop and manage relationships with stakeholders and partners
- Develop and manage a team to deliver the aims and objectives of the HSRC
- Regularly report to the HSRC Executive, the NIAA Board, RCoA Clinical Quality & Research Board and the Council of the RCoA
- Regularly update and consult other stakeholders by agreement
- Monitor and evaluate the HSRC's work plan using performance indicators
- Any other duties which do not change the nature of the post, as may be determined by the Board in response to contractual developments and needs
- To uphold the principles of equal opportunities and anti-discriminatory practice in all aspects of work



**Remuneration**

There is no direct payment for the role. The post is supported by the cost of 2 periods of professional activity (2 PA) per week to enable the successful candidate to dedicate a minimum of 8 hours per week to the role. It is anticipated that the workload of the role will fluctuate and the appointee will need to be able to be flexible enough to dedicate considerably greater amounts of time when this is required.

**Period of operation**

This is a fixed term position for a period of 3 years, subject to a review of annual performance with the option to extend for a further three years to a maximum of 6 years if mutually agreed.