

Job Description for HSRC Deputy Director

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

Main function

To assist and support the Director of the NIAA Health Services Research Centre in directing, managing, developing and delivering the aims and objectives of the NIAA Health Services Research Centre (HSRC) in line with its strategic plan, ethos and policies.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Deputise for the NIAA HSRC Director as required, including chairing meetings
- Lead development and implementation of strategy to support and strengthen the regional and local links between HSRC and front-line clinicians
- Lead on HSRC-related meetings and communications strategy
- Work with NIAA HSRC Director and the NIAA funding partners to secure the future of the current and future HSRC projects (including but not limited to Sprint National Anaesthesia Projects, National Audit Projects) including development of future chief investigators and trainee lead investigators, and sustainable funding model

Assist the Director of Health Services Research Centre in:

- Assisting the NIAA Board and RCoA Council in the development of the HSRC's strategic plan, with agreed timelines for implementation
- Developing areas of activity and defining scope of activity of HSRC
- Developing ethos and policies of HSRC
- Identifying and accessing resources (financial, human and material) required to further the HSRC's aims
- Raising funds and managing HSRC's finances effectively and efficiently within the RCoA's existing financial structure in conjunction with the RCoA Director of Education & Research
- Developing representational role appropriately and strategically
- Developing and managing relationships with stakeholders and partners
- Developing and managing a team to deliver the aims and objectives of the HSRC
- Working to encourage the use of robust and valid methods, and metrics and promoting best practice in health services research in relation to clinical anaesthesia and pain medicine nationally
- Regularly reporting to the HSRC Executive Management Board
- Monitoring and evaluating 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 HSRC Executive Management Board in response to contractual developments and needs

- To promote equality and diversity in all aspect of HSRC work
- 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 1 period of professional activity (1 PA) per week in order to enable the successful candidate to dedicate a minimum of 4 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 to the project when this is required.

Period of operation

This is a fixed term position for a period of 3 years with the option to extend for a further three years to a maximum of 6 years. There will also be an annual review of performance.