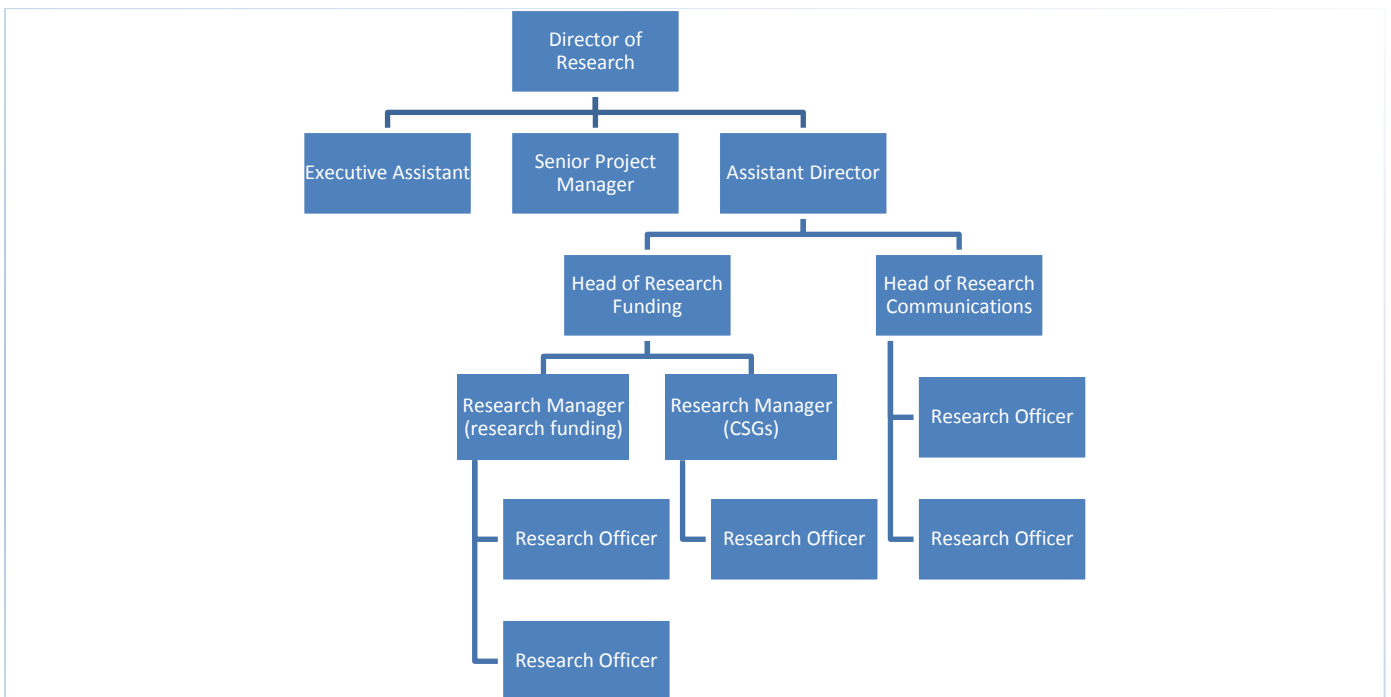


Job Title: Research Manager (Clinical Studies Groups)

DIRECTORATE:	Research
SECTION:	Research
REPORTING TO:	Head of Research Funding
CONTRACT:	Fixed Term – 1 year



Research Directorate Organogram

WORKING RELATIONSHIPS:

Inside Diabetes UK
Finance team, governance team, volunteer development team, engagement and fundraising, regional Diabetes UK offices, policy and care improvement.
Outside Diabetes UK
Scientists and clinicians, relevant charities, the Association of Medical Research Charities, members, voluntary groups, research panels, people living with diabetes

OVERALL PURPOSE OF THE JOB

To lead the operational management of the **Diabetes UK's Clinical Studies Groups (CSGs)**, CSGs Management Committee, **Lay & HCP and Chair's** Forums and associated meetings and outcomes. To provide strategic oversight for the involvement and participation of people with diabetes and lay members within the work of the CSGs and broader research activities. To work closely with and provide support to the Assistant Director of Research, to achieve the overall objectives of the research directorate and Diabetes UK.

MAIN DUTIES AND RESPONSIBILITIES:

Diabetes Clinical Studies Groups

- Oversee the project management and delivery of the diabetes CSGs, providing regular updates to the Assistant Director of Research.
- Manage the development and delivery of the CSG Management Committee, the Lay & HCP Forum and the **Chair's Forum**.
- Review minutes and reports from meetings, ensuring actions are taken forward and monitored.
- Ensure the CSGs and associated fora are aligned in processes and procedures, working within their agreed terms of reference, and identify areas for development.
- Manage the membership of the CSGs and associated fora, including recruitment.
- Support the Assistant Director of Research to develop and deliver CSG workshops, symposia, conferences and other research meetings.
- Work with the Research Communications team to ensure CSG outcomes are communicated effectively both internally and externally.
- Work with the Research Funding team to take forward research priorities emerging from the CSGs into funding schemes.
- Support the Assistant Director of Research to identify opportunities for partnership around gaps identified by the CSGs and to ensure the CSGs are aligned with wider organisational priorities.

Patient and Public Involvement

- Lead the user involvement function of the CSGs, including a review of current involvement practices.
- Be responsible for ensuring the voice of the Lay and HCP members are heard amongst the CSGs.
- Strengthen opportunities for the voice of people with diabetes to be heard across Research Directorate activities
- Build and maintain trusting relationships with the lay members of the CSGs.

Insight building and networking

- Support the Assistant Director in building relationships with the research community, relevant research funders, and other organisations, in order to take forward priorities emerging from the CSGs.
- Maintain an up-to-date knowledge of the changing research and health landscape, in order to bring relevant information to the CSGs and wider research directorate.

People

- Line-manage the work and personal development of a Research Officer (CSGs).
- Work with the Assistant Director to recruit and manage the team, ensuring effective and efficient working to achieve agreed objectives.
- Provide induction and appropriate training to staff to ensure they perform at the standards required to deliver the needs of the business.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Excellent project management skills – ability to manage multiple project
- Manage time effectively and produce work accurately and to tight deadlines
- Take minutes at meetings
- Excellent communication skills – both written and oral
- Excellent organisational and administrative skills
- Work as a member of a team
- Exercise initiative, particularly to identify areas for development and change
- Establish and maintain good working relationships with people from a wide range of personal and professional backgrounds and at all levels of seniority

The best person for this job will have experience in:

Essential

- High level scientific knowledge, either within diabetes or another medical discipline
- Developing, influencing and maintaining excellent relationships internally and with external communities
- Communicating complex research outcomes to a range of audiences
- Networking with a range of experts

Desirable

- Research governance and communications
- Developing or managing processes
- User involvement

The best person for this job will be:

Essential

- Educated to degree level in relevant science or equivalent
- Good understanding of medical research landscape in the UK and of the interfaces between research funding organisations and the academic sector

Desirable

- Post graduate qualification in relevant science or equivalent experience would be desirable
- Knowledge of diabetes