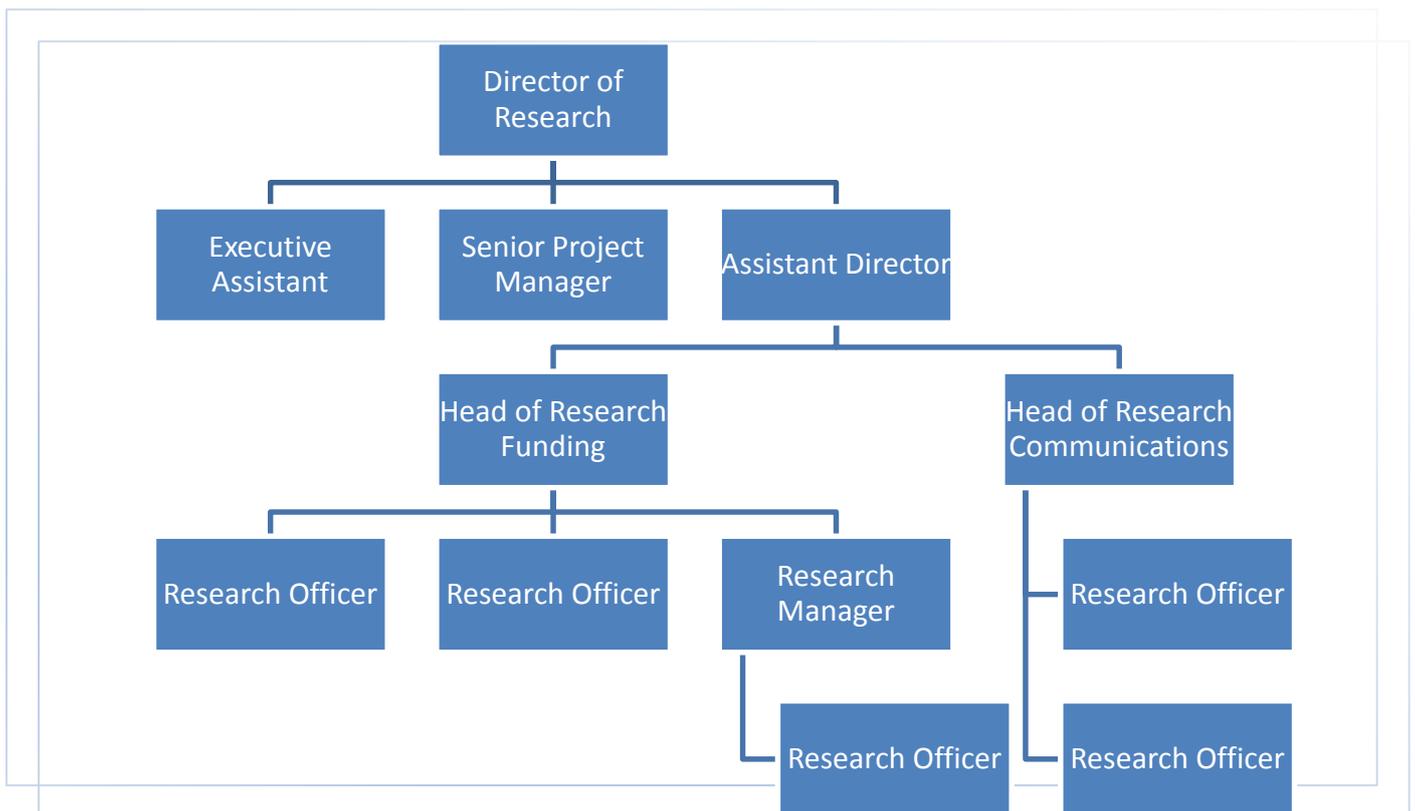


Job Title Assistant Director Research (Strategy & Partnership)

DIRECTORATE:	Research
SECTION:	Research
REPORTING TO:	Director of Research
CONTRACT:	Maternity Cover – 8 months ftc



WORKING RELATIONSHIPS:

Inside Diabetes UK
Assistant Directors, Heads, Directors, cross-organisational working groups
Outside Diabetes UK
Researcher community, Clinical Studies Groups, lay representatives, research funding partners, relevant government bodies, relevant professional bodies

OVERALL PURPOSE OF THE JOB

Reporting to the Director of Research, the Assistant Director (Research Strategy and Partnership) will support the delivery of the Research Directorate's strategic objectives by:

- enabling the charity's transition from being a passive research funder to a proactive catalyst of accelerated research impact
- ensuring research partnership investment is targeted towards critical gaps in research
- overseeing the translation of existing impact and future vision into increased financial support

MAIN DUTIES AND RESPONSIBILITIES:

- Research governance oversight: oversee and review the research governance structures and processes within the charity, in particular SRAG, the Clinical Studies Groups, research committees and panels ensuring best practice compliance and efficiency in delivery. Ensure the existing responsive mode funding models and future strategic and partnership models are well managed.
- Research strategy process: develop and implement a process to effectively and efficiency review the research strategy ensuring the view of the Clinical Studies Groups, Priority Setting Partnerships and wider researcher and lay communities are embedded in the process.
- Translating partnership opportunities into project plans: develop and implement joint, consortium and co-funding partnerships. Ensure that they are managed within a robust project planning model including contractual set up, peer review, monitoring and review of both scientific and financial commitments.
- Supporting external engagement: act as a senior ambassador for the charity externally at conferences, external meetings, working groups and individual networking relationships.
- Oversight of plans and budgets: ensure that the Research Directorate through continuous improvement practices is delivering against its agreed plans and budgets.
- Team line management: line manage the Heading of Research Funding and Head of Research Communications ensuring both their teams are clear on their objectives and strategic alignment.
- Clinical Studies Groups co-ordination and delivery oversight: lead the co-ordination and delivery of research roads maps from the work of the Clinical Studies Groups.
- Cross-organisational working via Assistant Directors and Heads: lead on cross-organisational working and initiatives ensuring that the Research Directorate is fully engaged in cross-organisational developments
- Intellectual Property translation: ensure the research portfolio's IP is managed, exploited and translated where feasible working closely with the external agency, the wider charity and the research community.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Develop and deliver the strategy for the Research Funding and Research Communications teams. Set and deliver long term objectives for these teams.

- Oversight of research funding and research communications budgets. Overall responsibility for prioritisation, allocation and procurement of resources within my teams. Accountable for creating processes that allow others to share knowledge, insight and information within the directorate.
- Make complex decisions with significant risks and long-term impact on the directorate's ability to deliver the strategy. They may also impact on the external reputation.
- Responsible to identify where improvements to delivery can be made, and generate new creative and innovative ideas to develop solutions.
- Develop and maintain a wide professional network remaining at the forefront of developments and new thinking in diabetes research, grant management and research communications.
- Collective people management responsibility for everyone in the Research Funding and Communications teams.
- Developing their skills and knowledge in a breadth and depth of expertise so they can manage a major area of work and apply that knowledge to broader organisation issues.
- Represent the directorate in a range of public or professional settings, communicating technical and complex issues to a variety of audiences
- Required to influence and negotiate in order to maximise the impact of the charity's investment in research

The best person for this job will have experience in:

- High level scientific knowledge, either within diabetes or another medical discipline.
- Research governance
- Research communications
- Grant management and budgeting
- Leading and mentoring a team
- Effective cross-organisational working
- Communicating complex research outcomes to a range of audiences

The best person for this job will be:

- Educated to degree and preferably PhD level in science discipline
- A leader in cross-organisational working
- Open to new and collaborative ways of working and partnerships
- Keen to innovate and develop the charity's research activities
- Skilled in managing multiple large scale, high risk projects
- Influential networking and communicator