

Job Description and Person Specification



Job Description

Job Title	Head of Health Determinants Research Collaboration
Grade	SM2
Service	Public Health
Reports to	Director of Coventry Health Determinants Research Collaboration/Consultant in Public Health
Location	One Friargate, Coventry
Job Evaluation Code	W0225W



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

The Head of Health Determinants Research Collaboration will be working in a team across Coventry City Council, third sector, NHS and academic staff within a unique research platform (HDRC). The post holder will oversee, plan, organise and communicate the start-up and ongoing functions of the Coventry HDRC programmes and ensure the NIHR reporting requirements are met. They will coordinate and support the multi-disciplinary teams within the collaboration.

This role is pivotal to effectively tackling health inequalities through building-up an increased system-wide understanding around the impact of the wider determinants on health. The appointee will be responsible for the development of the HDRC and will have a direct influence on the success of this collaborative research unit embedded within Coventry City Council. High level leadership, relationship-building, a demonstrable understanding of diversity and inclusion alongside collaboration experience and skills will be required to manage the complexities involved in consensus building, priority identification and motivating a new team in an emerging research environment.

The role involves providing expert advice and guidance across the HDRC, through the management and oversight of the five key major programmes of the HDRC, the collaboration across key partners and the meaningful engagement with communities, maximising the potential for co-production with a range of diverse communities and the voluntary sector.

The job holder will lead the establishment of a sustainable governance system for the newly designed research infrastructure at Coventry City Council, including oversight and management of groups such as the Independent Steering Committee; the Executive and Management Committees, the Stakeholder Groups and the key workstreams across the HDRC.

The appointee will embed a culture of evidence-based, inclusive decision-making within the City Council, reflecting the HDRC ethos across the collaboration and intelligently utilising key levers for change, such as the commitment of the CEO, specifically aligned Directors, the HDRC Director and across all levels and types of leadership.

Main Duties & Key Accountabilities

Core Knowledge

Strategic Responsibilities

- Work closely with partners within the HDRC and the National Institute for Health and Care Research (NIHCR) to create an environment which fosters the use of evidence in practice, the development of research questions, the involvement of the communities in research priority setting and the production of research evidence for use locally, regionally, nationally and internationally.
- Provide day-to-day high-level support to the HDRC Director, recognising and understanding the different organisational cultures within the HDRC.
- Be accountable to the HDRC Director for the leadership and day-to-day coordination of the programme management functions, financial and risk management and oversight, research quality and administration functions supporting the main strategic aims of the HDRC.
- Lead the delivery of five key programme functions: Data & Governance, Training & Skills, Patient and Public Involvement and Engagement (PPIE), Evaluation and Impact & Implementation, all underpinned by excellent community engagement and consultation.
- Work with the Universities to establish and evaluate a training offer to support research capacity and capability in the City Council, voluntary sector and PPIE.
- Have overall responsibility for the development and delivery of rapid, proportionate, enabling governance and ethics pathways.
- Ensure that any research undertaken is of the highest quality and safeguards the wellbeing of participants and conducted to a standard that meets the requirements of all relevant legal and regulatory obligations under Good Clinical Practice (GCP) and the UK Policy Framework for Health and Social Care.
- Improve outcomes through provision of expert advice into existing system-wide activity, drive innovation in community engagement, lead on research consultation and engagement, embedding co-design and co-production across local communities.
- Lead on successful bids to achieve research innovation funding from external funding organisations through working with a wide range of local, regional, and national partners, alongside local people from a range of different backgrounds.

- Act as an expert, champion and critical friend for all matters concerning research with the voluntary and community sector including the development of community engagement projects.
- Establish and lead work with partners across the City, West Midlands and HDRC networks to maximise the potential impact for joint working across a range of research initiatives, including external funding investment. To be the individual responsible for disseminating learning and guidance in relation to research development, resilience, and engagement.
- Lead and oversee the development and delivery of programmes of work to build community resilience and research capability, working with elected members, local communities and other local partners while building on the skills, assets, and capabilities that individuals and communities have, working closely with relevant teams.
- Work with other members of the programme team to ensure that the programme is subject to robust internal and external evaluation, that the impact on outcomes is understood and used to inform investment/disinvestment decisions. Identify opportunities to work directly with services across the City Council and implement co-design and co-delivery solutions with local communities and ensure that this is supported by appropriate evaluation.
- Lead on the development & presentation of relevant HDRC research strategies, reports, and updates, to a variety of senior audiences within the City Council and with external partners.
- To work with partners in the Council, Higher Education Institutes, the NHS, and the corporate communications team to ensure that effective communication processes, including social media, are used to support the aims and objectives of the programme.
- Maintain awareness of relevant national and local developments to identify opportunities for development and continuous improvement, contributing to service and transformation planning and the establishment and review of council policies, procedures, and guidance.
- Build and embed a research savvy culture across the HDRC partners and collaborators, utilising a wide range of complex mechanisms, in collaboration with Coventry's University experts.
- To manage the £5m HDRC budget, in accordance with CCC Finance Management systems, to include:
 - Setting up Partnership and Collaboration agreements between CCC and HDRC partners/collaborators.
 - Setting annual budgets for each of the programme collaborators, including CCC.
 - Setting up payment systems to support the whole collaboration, including voluntary organisations and individual experts in public involvement.
 - Monitoring expenditure and producing regular budget forecasts, taking action to manage within grant limits where necessary.
 - Producing financial reports in liaison with CCC finance department.
 - Supporting research grant funding bids to ensure the financial sustainability of the HDRC after funding period ends.

Managerial Responsibilities

- Oversee the development, delivery and programme management of multiple programmes and projects identified in the Programme Plan, ensuring that these are adequately resourced and that workloads are appropriately prioritised.
- Set up the Research Unit, manage the recruitment and training of staff and provide day-to-day management of relevant team members and other staff working with the team.
- Develop and monitor appropriate performance indicators and outcome measures as agreed in the programme plan and with the NIHR.
- Support matrix working across the team, working with the HDRC Director and external partners to ensure that staff are effectively deployed to support priority areas of work across the team.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
National Institute of Health & Care Research University of Warwick Coventry University University College London Voluntary & Community organisations University Hospital Coventry & Warwickshire Coventry & Warwickshire Integrated Care Board	Public Health, Insight & Migration Team Corporate Leadership Team Extended Leadership Team Legal, Finance, Information Governance, Procurement Education, Economic Development, Employment, Housing & Homelessness, Sustainability, Coventry Elected Members

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role

Responsible for:

Staff managed by postholder:

Governance Officer x1, Research Information Officer x1, Programme Officer x1, PPIE Officer x1, Research Fellow in Evidence Synthesis x1, Research Fellow in Qualitative and Mixed Methods x1, Research Fellow in Epidemiology x1

Person specification

Job Evaluation Code	W0225W
Knowledge	
Advanced knowledge of research capacity development and relevant research and data protection legislation and guidance	
Advanced knowledge of consultation, engagement, and community development techniques	
Knowledge of diversity & inclusion principles	
Advanced knowledge of research funding systems	
Skills and Abilities	
Ability to work at a senior level with demonstrable experience of working with senior managers in a range of organisations	
Ability to lead, manage and motivate the HDRC team to deliver high quality support	
Excellent inter-personal skills: ability to develop effective working relationships, build effective teams with a diverse range of people and external organisations with disparate goals	
Excellent organisational skills including the ability to implement effective project management systems and manage multiple work programmes	
Excellent IT skills, particularly in spreadsheets and database management, and the ability to develop and implement output/outcome monitoring and reporting systems	
Excellent analytical skills (financial, situational, and organisational) accompanied by strong risk assessment and mitigation abilities	
Ability to influence others outside of direct sphere of influence	
Excellent written and verbal communication skills, with the ability to write clearly and concisely (particularly in report writing), and to communicate with a wide range of people at all levels	
Able to handle and negotiate conflict effectively and understand different perspectives	
Resilient and able to deal with uncertainty	
Excellent ability to work proactively, with little supervision and a high degree of autonomy, under pressure while managing conflicting priorities to deadlines	
Demonstrable understanding to interpret and advise on legal requirements and governance arrangements	
Good financial skills including the ability to understand complex budgets and multi-partner projects	
Persuasive and able to negotiate at senior level within different organisations and cultures	

Well-developed productive relationships/networks in the voluntary and community sector and external funding arena, or the ability to generate these
Ability to understand the lived experiences of the City's diverse communities
Ability to work in a political environment, enabling Elected Members to both inform and challenge the programme's priorities and activities
Ability to attract further research investment, especially applied research funding opportunities
Experience
Significant experience of working with Higher Education Institutions, local government, the NHS, local communities, community groups and the voluntary sector.
Experience of using a range of consultation and engagement techniques
Experience of project and process management methodologies
Experience of management and multiple, complex projects working with several different agencies
Experience of financial management of complex budgets and ideally multi-partner projects
Experience of working at a senior level across statutory agencies and of achieving successful collaboration and cooperation to meet objectives
Line management experience, including experience managing complex project teams and matrix management.
Demonstrable experience of strategy development and implementation
Experience of matrix working across organisational boundaries
Experience of conducting and leading research (Desirable)
Experience in grant writing, monitoring or evaluating proposals (Desirable)
Qualifications
Educated to Masters' level in an appropriate discipline and/or experience
Degree in a relevant discipline, or equivalent level of professional qualifications and/or experience

Date Created	October 2022	Date Reviewed	October 2022
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