JOB DESCRIPTION

Job Title: Director of Informatics Research

Accountable to: Chief Executive, The Renal Association

Reports to: Academic Vice President

Base: Renal Association, Bristol

Term: 1 day per week for three years (subject to satisfactory appraisal)

Background Information

The Renal Association (RA) is a dynamic charity and the leading professional body for the UK kidney community. It has over 1000 members who deliver clinical care for people with kidney diseases, kidney research or related fields. It comprises two arms within one entity, the UK Renal Registry and the Professional arm. The highly recognised UK Renal Registry (UKRR) which collates outcomes from UK kidney units and publishes an annual report which guides service delivery and is involved in education, research and improving the quality of patient outcomes and experience. The professional arm which supports lobbying in kidney matters (dialysis, transplantation, chronic kidney and rare kidney diseases), high quality clinical care, education and research including significant input into the UKKRC fulfilling the aim of the UK Kidney Research Strategy, which strategically is overseen by the Academic Vice President. It aims to support kidney doctors, patients and allied healthcare workers. This combination provides an ideal opportunity to deliver research on epidemiology and "big data"

Job Purpose

The Director of Research is the operational lead for informatics research undertaken at the RA. The post holder will facilitate the development of quality research, provide excellent and appropriate support and drive improvements in all aspects of research.

The post holder will drive the development of epidemiological and big data research within the Renal association and support the development of trainees and renal scientists. They will establish effective relationships with key stakeholders, including the RA board of trustees, RA members, leading researchers, the Academic Affairs Committee, universities, NHS trusts, NHS England (NHSE) and the Department of Health, relevant health agencies, Kidney Research UK and the UKKRC in which the RA is a member of the tripartite structure and other research institutions.

This job is primarily concerned with operational delivery of the RA big data research strategy through the UKRR, but will provide some strategic advice to the RA through the AVP. A key purpose is to increase the number of researchers and their diversity and make maximum use of the RA data **to the benefit of the whole renal community**.

Key Working Relationships

Contact	Nature of relationship
Academic vice president	Reporting to on professional issues
Chief executive, the RA	Accountable to/Colleague of
Director Audit and Informatics	Working colleague
Head of operations	Working colleague
Research development manager	Key work colleague (resource)
RA Registry research Fellows	Provide research leadership
Registry statisticians	Provide advice
UK Renal Registry staff	Research leadership and direction
Report authors	Working relationship
NHSE and Dept of Health	Research lead contact
Health agencies	Research lead contact
Study Groups	Lead contact
Research Institutions and UKKRC	Lead contact

Main Duties & Responsibilities

1. Strategic.
- Provide leadership as a member of the management team, advice on development of the strategic direction of the RA to ensure the Informatics research strategy is clinically relevant.
- Lead, support, develop strategy and give direction to informatics research; support all informatics research undertaken at the RA ensuring coordination and collaboration and delivery on research strategy.
- At all times, aim to facilitate informatics research while ensuring that adequate standards of compliance and governance are maintained.
- Lead and drive activities to expand informatics research across the organisation.
- Improve and facilitate research in the RA, making research easier and simpler to conduct. Address barriers and hurdles and ensure processes are improved.
- With the CEO and management team:
  - o Ensure annual business plans to implement and achieve the agreed strategic plan for research.
  - o Communication of the strategic plan with key stakeholders for Informatics research.
- Support Nephwork in developing and answering relevant research questions
- Engage with NHS England including GIRFT on developing informatics research links
- Advice on Informatics research, study design and statistical methods.

2. Governance
- Ensure the organisation is aware of and adapts appropriately and in a timely manner to changes in legal and regulatory requirements for informatics research.

- Chair research groups and ensure research governance processes are complied with and integrate appropriately with NHS trusts and Universities
- Ensure renewal and appropriate amendments to RA ethics approval.
- Ensure annual renewal and appropriate amendments as required to RA section 251 research approvals.

3. Operational: Research Activity
- Provide high quality statistical support on methods and study design.
- Co-ordinate all research activities delegating responsibilities as appropriate to the research development manager, clinical fellows and within the management team.
- Work closely with the head of finance to ensure all new research work is properly costed and risks are effectively managed.
- Represent the RA in a professional manner IRT research informatics with all external bodies capitalising on the opportunities this may provide.
- Ensure work is prioritised and delivered on time and within budget.
- Plan and coordinate preparation, submission and delivery of abstracts and presentations at national and international meetings.
- Ensure the publication of scientific papers in high impact journals in a timely fashion.
- Identify and apply (applicant or co-applicant) for research funding to deliver on the proposed Informatics research strategy of the RA as agreed in the annual/strategic plans.
- Be aware of and as necessary trained in the importance of complete and high quality data as it applies to national audit and the research activities of the RA.
- Supervise registrars and clinical fellows across the RA, undertaking research on behalf of the RA.

4. Human Resources
- Support the CEO & management team in ensuring all appropriate HR policies are developed and implemented in line with current best practice.
- Coach staff and supervisees to achieve the best possible results while dealing with sub standard performance in an appropriate manner.
- Ensure appropriate training and development opportunities are made available for staff within the RA to meet strategic needs.
- Ensure appropriate succession planning is in place.

5. External relationships
- Lead on research work with academic and other partners such as universities, NHS trusts, companies, other registries/audits and funding agencies.
- With the CEO and director of audit and informatics, represent the RA with DH and Commissioners.

6. Other duties
To undertake any other duties in furtherance of the goals and reputation of the RA as specified by the Renal Association and by agreement with the CEO and management team.

Other Relevant Information

Travel requirements
UK and European travel may be required together with overnight stays.

Equality & Diversity Aims
As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Risk Management
Staff at all levels have a responsibility for ensuring that risks are managed, as an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and to co-operate with any investigations undertaken.

Health and Safety
Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to report all accidents to the General Manager.

Information Security and Confidentiality
During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 2018 unless explicit written consent has been give by the person identified, or where information sharing protocols allows it.

General Information
This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

Approved by: Date:

Accepted by: Date:

Person specification

Qualifications	Essential/Desirable
PhD or equivalent level of qualification	E

Experience/ knowledge	Essential/Desirable
Proven experience of leading research in informatics and use of "big-data"	E
Demonstrable experience of competing for project grant funding of at least one collaborative study	E
Proven successful delivery of the project	E
Demonstrates an authoritative understanding of the field	E
Proven management experience, including wide exposure to complex practices and precedents	E
Experience of, and an understanding of the principles of team leadership, ideally of senior / expert staff	E
Experience of building and consolidating reputation, brand and quality in health research	E
Experience of working within a regulatory / procedural framework	E
Appreciation for and understanding of the values, aims and strategy of the RA	E
Proven experience of statistical methods and study design	
Current leader of a research team in recent receipt of MRC / CLAHC / NIHR funding, or substantial KRUK / BHF etc project grant	D

Skills	Essential/Desirable
Excellent networking skills, particularly building, maintaining and leveraging an extensive network of contacts in relevant sectors	E
Evidence of strong negotiating and motivational skills	E
Evidence of ability to develop and promote a network of independent researchers.	E
Excellent interpersonal and relationship building skills	E
Ability to work in partnership with internal and external stakeholders	E
Proven self-motivation	E
Demonstrable ability to resolve problems as they arise	E
Publication track-record which shows high level of skill in summarising research findings for an academic and non-academic audience	E
Experience in managing continuity, change and transition	D

Other knowledge

Knowledge	Essential/Desirable