

Health and Care Research Wales Specialty Leads information pack

Background

Health and Care Research Wales funds an extensive research development and delivery infrastructure to support high-quality clinical research taking place in health and social care settings.

As part of that infrastructure, a Health and Care Research Wales support and delivery service provides a range of central (all-Wales) and local services to researchers.

Specialty Leads in Wales provide important strategic support as part of the Support & Delivery Service, in the 32 [National Institute for Health Research \(NIHR\) therapeutic areas](#):

- Ageing
- Anaesthesia, Peri-operative Medicine and Pain Management
- Cancer
- Cardiovascular Disease
- Children and young people
- Critical Care
- Dementias and Neurodegeneration
- Dermatology
- Diabetes
- Ear, Nose and Throat
- Gastroenterology
- Genomics and rare diseases
- Haematology
- Health Services Research
- Hepatology
- Infection
- Kidney disorders
- Liver
- Mental Health
- Metabolic and Endocrine Disorder
- Musculoskeletal Disorders
- Neurological Disorders
- Ophthalmology
- Oral and Dental Health
- Primary Care
- Public Health and prevention
- Reproductive Health
- Respiratory Disorders
- Social Care (new for 2022)
- Stroke
- Surgery
- Trauma and emergency care

National Specialty Leads have been appointed for each of the speciality areas in England and they chair UK Specialty Groups. The Specialty Groups consist of representation from all 15 Local Clinical Research Networks (LCRNs) in England, plus representation from the devolved nations. The groups co-ordinate and oversee activity at a UK level, providing a forum to share good practice, successes, opportunities and challenges, and helping to influence and shape the clinical research environment. UK engagement through membership of the NIHR Specialty Groups is a key part of the Welsh Specialty Lead role.

2022 recruitment process

The 2022 recruitment covers all UK 32 specialty areas. In addition, we are interested in applications from leads in cross-cutting areas although these will have reduced expectations and therefore time commitment e.g. for diagnostic services/radiology etc.

The role will be for 3 years and be as detailed in the Tasks/Responsibilities and Person Specification below. Applicants should complete the Specialty Lead Application Form 2019 and submit this by 9am on 20 August 2019 to SpecialtyLeadsSupport@wales.nhs.uk.

Health and Care Research Wales Specialty Leads - Key Tasks and Responsibilities 2022

Working with the Health and Care Research Wales central team, and the nominated Specialty Operational Delivery Lead:

1. Engages and supports a network of researchers within the relevant speciality area, by:
 - 1.1. Leading peer support events/seminars/meetings for the network of principal investigators (PIs) and the wider community of potential investigators (at least one per year)
 - 1.2. Supporting the maintenance of an up-to-date All-Wales register of PIs
 - 1.3. Providing signposting, advice, and mentoring for people who want to become PIs and otherwise engage in research
 - 1.4. Working to help increase the number of non-medical PIs across Wales,
2. Proactively encourage NHS participation in portfolio studies, thus enhancing opportunities for patient participation in research in Wales, by:
 - 2.1. Contributing to the maintenance of an up-to-date capability/non-capability statement for the relevant speciality area
 - 2.2. Supporting projects led by the Support and Delivery Centre as required to facilitate coordination and management of Expressions of Interest in the speciality
 - 2.3. Actively promoting the uptake of particular studies at suitable sites in Wales, including as part of the Health and Care Research Wales Expression of Interest/site identification processes (commercial and non-commercial research)
 - 2.4. Establishing and maintaining a specialty point of contact/local champion in each NHS organisation, and/or other mechanisms to ensure opportunities for research participation are cascaded and fulfilled where relevant to speciality
3. Support the successful set-up and delivery of research studies across Wales within the relevant speciality area, by:
 - 3.1. Promoting and implementing 'One-Wales' approaches for research delivery where appropriate – encouraging coordination across teams/study set-up and delivery
 - 3.2. Maintaining high-level oversight of the delivery performance of studies within the speciality using tools such as the Specialty Leads' Business Intelligence Dashboard
 - 3.3. Supporting the identification, addressing and unblocking of systemic and specific barriers to delivery – recovery, resilience and growth of the specialty portfolio

(escalating to the National Director of Support and Delivery and local NHS R&D Directory as necessary)

- 3.4. Reporting and promoting achievements in research delivery for the specialty
- 3.5. Working with Health and Care Research Wales Heads of Research Delivery
4. Support a culture of research within health and social care settings where relevant by:
 - 4.1. Raising the profile of research in relevant NHS and social care environments and services for example at clinical and management meetings, in the development of services within the specialty
 - 4.2. Act as a Health and Care Research Wales Research Ambassador – providing media interviews in discussion with Health and Care Research Wales Communications team, to promote research in Wales
 - 4.3. Connect with NHS R&D Directors and Health Board non-executive leads for research, to collaboratively support a positive research culture
5. Be an active member of the relevant NIHR Specialty Group, by:
 - 5.1. Attending and representing Wales at each NIHR Specialty Group meetings (3 to 4 each year)
 - 5.2. Reporting to the NIHR on the performance of all portfolio studies with sites in Wales
 - 5.3. Raising awareness to the NIHR and affiliated networks of research expertise and capability in Wales
 - 5.4. Raising awareness within the NIHR and wider of the potential for Welsh NHS engagement in UK portfolio studies
 - 5.5. Sharing good practice with NIHR colleagues and developing responses to challenges
 - 5.6. Feeding back to Health and Care Research Wales on the contribution made/gained
Reporting updates from NIHR and wider UK networks to the specialty community in Wales
6. Provide reports on research within the relevant specialty area, by:
 - 6.1. Submitting personal activity reports to the national Director of Support & Delivery on a bi-annual basis
 - 6.2. Contributing to national disease delivery plans and/or networks and other national policy where relevant
 - 6.3. Attending all-Wales specialty leads meetings (3 times per year)
7. Work with national processes, the Health and Care Research Wales Support & Delivery Centre and NHS R&D Offices in order to deliver the responsibilities above.

These responsibilities will be subject to review during the period of appointment.

Person Specification

Health and Care Research Wales Specialty Leads should be clinicians or clinical academics who are close to and active in research delivery in the NHS in Wales and have standing and credibility with NHS colleagues.

As a Health and Care Research Wales Specialty Lead, you will understand the research needs and priorities of NHS Wales in your speciality area and you will have the confidence, ability and experience to fulfil all the tasks and responsibilities outlined.

Joint applications, where two individuals wish to share the role, are permitted providing a strong case is made. Where this is the case, applicants can either adapt the application form to submit on a single form or can complete individual application forms – either way, all information including supporting documentation should be submitted as a complete package.

You must anticipate being able to provide continuity of service in the role for the appointment period (until end March 2025).

You must confirm support from your organisation before applying.

Financial Support

a) Sessional Time

Where there is a large portfolio of research in Wales, Specialty Leads will likely need to devote 0.1fte/1 session a week to the role. Specialty Leads in smaller specialties (or any sub-specialty) areas can expect to devote 0.05fte/1 session every two weeks to the role.

Sessional time will be paid to the host NHS organisation, profiled and ring-fenced within the NHS organisation's Health and Care Research Wales Research Delivery Funding plans. It is permitted for this funding to be transfer to a University by the host NHS organisation if that is required.

b) Ad hoc non-pay and additional networking support funding

Requests can be made on an ad hoc basis to Health and Care Research Wales central team, for additional costs incurred in arranging meetings (venue/hospitality) or for travel costs incurred and this can be requested as/when required (up to £1000 should be sufficient for most Specialty Leads to fulfil the expectations required). Travel and venues can be booked via the Health and Care Research Wales central team or locally – where booked locally, payment to the NHS organisation will be adjusted via spending plan payments.

Where possible these costs should be minimised by using existing NHS or HEI facilities.

Completing the Application Form

This section provides guidance, question by question, on how to complete the Specialty Lead application form.

To apply, the following should be submitted by email:

1. Completed application form (see below)
2. Applicant CV (Max 2 pages)
3. Confirmation email from the NHS R&D Director at your associated NHS organisation (see below)
4. Confirmation email from Line Manager/Finance lead (see below)

Section A: Specialty

Please provide the name of the specialty you are applying for with reference to the titles on page 1 of this pack.

Section B: Applicant Details

Please supply contact details. Contact between Health and Care Research Wales and the applicant will usually be by email, so please ensure you provide a current and regularly accessed email address. Please identify the NHS organisation that funding will pass through. This organisation may be your main employer, but where another organisation holds your substantive contract, please identify this, and also confirm the nature of your relationship to the NHS organisation. For example, you may be a clinical academic, where a university is your main employer, but you hold an honorary contract with an NHS organisation.

The NHS organisation will be the organisation with which the Welsh Government will enter into a formal contract should your application be successful.

Applications for a job-share/co-lead are welcome and should be completed on a single form.

Section C: Activities plan (max 600 words total)

Please describe how active you feel the research/research community in the specialty you have applied for is, and what you believe to be the potential to increase this activity/research community in Wales. You may wish to refer to [Health and Care Research Wales data](#) on this, how engaged clinicians or social care staff are in the specialty, and how engaged organisations are. You may wish to describe how broad the research activities currently are – do they span the scope of the entire specialty or does it vary by sub-specialty? How has the specialty profile developed in recent years?

Describe what you think is achievable within the next 3 years with reference to the roles/responsibilities listed above. This should be realistic (given the current state) but ambitious given the amount of time you are requesting. You may wish to highlight your top three aims, objectives and the expected benefits that will be delivered.

Section D: Job plan

Please confirm how much time you are applying for – this will likely be for 0.05fte (0.5session a week) or up to 0.1fte/1 session a week (if applying as a job-share this will be the total combined max fte).

Please confirm your proposed start date – this should be as soon as possible after 1 April 2022, but within 3 months maximum.

Please also provide a summary of your current and proposed job plan showing the Specialty Lead time. Where you have a role across more than one organisation, please show the total plan, and which role will be adjusted to accommodate the specialty lead time. We recognise this may vary week to week, so a general plan is acceptable. The proposed job plan should not exceed 12 sessions.

Please include an email from your line manager in the role that the job plan will change, with the following wording:

“I confirm I am the line manager of the applicant and I have agreed the job plan with protected time for the Specialty Lead role as outlined in the application form, should the applicant be successful”

Section E: Finance

Please complete the finance table. You should provide your expected salary costs (including on-costs) for the next 3 years and your expected WTE costs (including on-costs) in the appropriate row. Please note that you must include on-costs associated with your salary at this stage as it will not be possible to add them later. No overheads will be paid.

Section F: Declarations

Submission of this application form by email confirms you understand and commit to undertaking the role as specified above. Confirmation emails are also required from the NHS R&D Director and your Line Manager. No separate signatures are required.

END