

Job Description

Job Title:	Research Project Manager
Department:	R&D
Grade:	Band 7
Base:	Stanmore
Hours per week:	37.5 hours (full time)
Responsible to:	The RNOH Implant Science Fellow (Dr Harry Hothi)
Accountable to:	The RNOH Implant Science Fellow (Dr Harry Hothi)
Key relationships	Chief and Principal Investigators Funders and partner organisations Research & Development directors and team Trial sites Contracted service providers Internal and external stakeholders, including patient groups

Job Purpose

The Research Project Manager is a key member of the Trust's Research & Development Team and will work with all groups across the Trust to develop a culture that sustains excellence in the successful delivery of research projects.

The post holder will be responsible for the setup and management of research projects at the RNOH Implant Science Centre (ISC), including prospectively planned multi-centre studies run in collaboration with sites across Europe.

The Research Project Manager will be responsible for the successful delivery of the studies in accordance with funder expectations, Trust SOPs, applicable guidelines, UK and country specific regulations and Good Clinical Practice (GCP) standards.

This role will require close and effective communication with a multi-disciplinary team, as well as the ability to process, analyse and interpret complex clinical and scientific data. The post-holder must also be effective at managing time, resources and overcoming logistical challenges.

The post holder will be responsible for the development and maintenance of project documentation related to the studies and at times may be required to work on or assist with other studies within the ISC.

Main Duties and Responsibilities

1. To plan, run and comprehensively project manage allocated clinical studies and research projects by overseeing their coordination, data management and administrative activities to ensure smooth running and progress of the studies.
2. Support the Chief and Primary Investigators as required.
3. Be responsible for the development and ongoing management of partnerships with external suppliers for the delivery of the different projects.
4. Develop and frequently up-date project documentation.
5. Generation of study specific procedures for obtaining and assessing safety information.
6. Track study milestones in terms of progress, study recruitment and budget.
7. Ensure any contractual obligations are met including safety reporting obligations, provision of documentation, progress reports and report writing.
8. Organise regular study meetings and presentations including funder meetings, team meetings, teleconferences and Investigator meetings.
9. Identify, record and provide solutions to complex project risks and issues.
10. Implement project management methods to deliver agreed requirements and successful project outcomes.
11. Assist with the development of operational policies, procedures and training requirements for the projects.
12. Provide timely highlight / exception reports etc.
13. Make use of a wide range of information sources, including the Intranet/Internet, and professional publications so as to enhance successful project delivery.
14. Submit/oversee study applications, protocol amendments, revised information sheets and other study documentation to the ethics committee and regulatory authority as required.
15. Oversee submission of the summary of study reports as required.
16. Prepare, conduct and follow up on study initiation visits if required.
17. Manage timely and efficient procedures for collection, entry and monitoring of study data.
18. Perform remote monitoring of studies via the online study database to identify and resolve queries in between monitoring visits.
19. To maintain regular communication and a close working relationship with clinicians, R&D members, scientists, and other researchers at collaborating institutions.
20. Use computational software to maintain databases with complex clinical and scientific information.
21. Provide regular project updates with research findings and technical scientific information to colleagues and collaborators with multi-disciplinary backgrounds.
22. Write and submit manuscripts to peer reviewed journals and submit abstracts to key national and international conferences.

23. Operate specialised metrology equipment and use associated computational software to analyse implants.
24. Supervise other researchers in the lab, including training of users on the safe use of metrology equipment.
25. Provide technical guidance and mentorship to team members.
26. Keep abreast of relevant developments and new techniques, maintaining a detailed awareness of current topics important to this field.
27. Ensure implants and associated clinical and medical imaging data received from the RNOH and other hospitals are appropriately and securely logged.
28. Monitor and maintain the supply of consumable material to the different collaborating project sites.
29. Adhere to all Trust policies and procedures relevant to your position.
30. Attending mandatory training.
31. Comply with all other relevant institutional policies.
32. Undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.
33. Contribute to the RNOH's strategic scientific objectives.
34. Seek to maximise research effectiveness, by fostering links between individuals and appropriate research groupings and exploiting opportunities.
35. Adhere to all Trust policies and procedures relevant to your position.
36. Attending mandatory training.
37. Comply with all other relevant institutional policies.
38. Undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

Safeguarding Children and Vulnerable Adults At Risk

The Trust recognises its duty to safeguard and promote the welfare of children, young people and adults. Staff must at all times treat patients with dignity and respect protecting, young people and adults at risk from abuse and neglect

Employees have a responsibility to ensure that prompt and appropriate action is taken when concerns have been made about a child, young person or adults at risk. Employees should be aware of their responsibilities as detailed in the Local Safeguarding Children Procedures and Safeguarding Adults at Risk Policy.

The Trust will assist you by providing mandatory training, support and advice.

Safeguarding children and adults is everyone's business

Equality, Diversity & Inclusion

The RNOH is proud to be a diverse & inclusive organization, representing people from a wide group of

ethnicities, gender identities, sexualities, disabilities, ages, religions and beliefs. The Trust is committed to ensuring that it is a place where our staff, patients and visitors feel included, represented and receive the support that best meets their needs.

We recognize and exercise our duty act on institutional discrimination and address inequality within our organization. **The post holder will be expected to behave in a way that is actively anti-racist, anti-discriminatory and facilitate equality and equity at all times within their role.** This will include engaging with the implementation of the Trust EDI Strategy and attending essential EDI training as and when required by the Trust.

We are a Level 2 Disability Confident Employer. **If you have a Disability** (including conditions that affect your mobility, senses, mental health, neurodivergence or long-term health) **and require support to make the workplace accessible, we will make reasonable adjustments to support you.** Therefore, we encourage you to **declare your disability, identify what support you need** and we will make the workplace accessible to your needs.

We are an organisation that supports flexible working and are able consider and offer a range of flexible working practices. Depending upon the nature of your role, this can include hybrid home working, part-time roles and job shares.

IT Skills

All staff are required to demonstrate a level of IT literacy skills appropriate to their job, as the use of IT is fundamental in delivering good quality efficient health care.

Effort and Environment

The following information has been designed to assist the recording of the effort and environment factors required for Agenda for Change.

- **Physical**
The role involves sitting at a desk, moving around the Trust and providing training and presentations
- **Mental**
Frequent periods of concentration. Ability to manage interruptions.
- **Emotional**
May occasionally deal with sensitive issues, and/or support staff who may be upset or in distress.
- **Working conditions**

Assuming normal Health and Safety standards are met.

Frequent VDU use and working from home.

Driving to and from work is not included.

Terms and Conditions of Service

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

Professional conduct

The post holder must comply with the Code of Professional Conduct applicable to their profession.

Risk Management

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management

of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals are responsible for ensuring that they attend training sessions and adhere to the Trust's policies and procedures, which includes the reporting of incidents, both actual and near miss.

Health and Safety at Work Act

Under the provisions of the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care of themselves and of others who may be affected by their acts or omissions.
- Co-operate with their employer in ensuring that all statutory and other requirements are complied with.

Clinical Governance

All staff must comply with all clinical and Infection Prevention and Control policies of the Trust appropriate for their job role. All employees must attend mandatory trainings i.e. Fire Safety, Infection Prevention and Control, Data Protection, Manual Handling, etc. as required within their department as directed by their line manager.

All staff must also comply with the Dress Code Policy of the Trust.

Confidentiality

Post-holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection of 1998. Post-holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post-holders must apply the Trust's FOI procedure if they receive a written request for information.

No Smoking Policy

The Trust prohibits smoking in all of their buildings and premises.

Sustainability

Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore actively encouraged and supported to participate in and contribute towards improving the sustainability performance of the Trust. By working together, staff will embed sustainability into the heart of the RNOH's culture; we will be helping to improve both the internal and external environment, reduce the impact on natural and energy resources, reduce air pollution, reduce the likelihood of infection and improve the health and wellbeing of staff, patients and the public.