



Job Title: Research Programme Manager

Location: London, Flexible

Reports to: Head of Research

Introduction to MS Society

Over 130,000 of us in the UK have multiple sclerosis (MS). It's unpredictable and different for everyone. It's often painful and exhausting, and can cause problems with how we walk, move, see, think and feel. It can make it hard for us to work, and do the things we enjoy. But it doesn't have to be this way.

We're the MS Society – a community of people living with MS, scientists, campaigners, volunteers and fundraisers. We understand what life's like with MS, and we support each other through the highs, lows and everything in between. And we're driving research into more – and better – treatments. For everyone.

Purpose

To manage the operational delivery of key research programmes such as clinical trials programme including the efficient clinical trials platform, and the UK MS Register. As a key member of the Research management team, to contribute to the leadership and management of the department.

Key Relationships:

Internal

The post holder works closely with:

- Assistant Director of Research
- Head of Research and other colleagues in the research team
- Fundraising and Engagement directorate

External

The post holder works closely with:

- Universities and similar scientific institutions
- Scientific community
- Research Councils and similar research funding organisations
- People affected by MS via Research Network

Key Accountabilities:

- 1. Programme Management of Efficient Clinical Trials Platform (65%)**
 - a. Responsible for maintaining programme activity planner and risk register
 - b. Responsible for programme grant management including set up, governance, monitoring/target setting (working with NIHR) and finances

- c. Support with internal and external communications of programme
- d. Support with stakeholder management/ engagement planning and delivery
- e. Support fundraising team with developing bids

2. Programme Management of UK MS Register (20%)

- a. Management of UK MS Register committees (to include membership, ToR, activity schedule)
- b. Supporting MS Register with developing and maintaining high quality governance processes
- c. Lead on development and monitoring of objectives and milestones
- d. Supporting MS Register with linking with efficient trials platform and other initiatives wherever appropriate and possible

3. Co-ordination of research team key activities timelines and reporting (10%)

- a. Responsible for management of research programmes master timelines (e.g. Efficient Trials Platform, MS Register, Tissue Bank, Centers of Excellence, Alliance, data & technology activities), Grant Rounds
- b. Support co-ordination of business planning process for research team
- c. Co-ordinating research programme reporting around KPIs, milestones, objectives

4. Develop and maintain collaborative working relationships across your team, department, directorate and organisation as a whole.

5. Ensure effective financial and resource management.

6. Contribute to Departmental business planning and budget setting

7. Monitor and report on performance

8. Make effective use of digital approaches to maximise our ability to collaborate, communicate and continuously learn.

General expectations

- Carry out your responsibilities and activities within the MS Society's policies, our Values and Code of conduct.
- Contribute to a positive working environment in which equality and diversity are valued and we are all enabled to do our best.
- Use financial and all other resources responsibly.
- Be prepared to travel to meetings across the UK and be away from home overnight, as the job reasonably demands.
- Take on any other work that could be expected of a role at this level.

Person Specification

In addition to demonstrating our core MS Society competencies that are listed at the end of this job description, the role requires knowledge and skills in the areas of:

Knowledge and Qualifications

Essential

- Educated to Degree level or equivalent in a relevant scientific discipline
- Evidence of continuous professional development
- A good understanding of the health research environment and research communities

Desirable

- A good understanding of clinical trial and registries/data research environment

Experience

Essential

- Proven experience in a grants administration/research management role
- Proven planning and project management experience to control effective use of resources
- Experience of financial and budgetary management
- Experience of working with senior members of the relevant academic communities
- Demonstrable experience of applying effective problem solving techniques when the situation demands
- Experience of working with volunteers or as a volunteer
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity

Desirable

- Experience of business planning and reporting

Knowledge and skills

Essential

- Excellent interpersonal skills, and able to influence/persuade a wide range of stakeholders
- Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media, tools and audiences
- Excellent organisational and workload management skills, with the ability to manage competing priorities
- The ability to focus on impact and achieve outstanding results in a team environment
- Excellent IT skills, in particular Microsoft office, databases

Employment terms

Grade: **Band G, Level 1**



MS SOCIETY JOB DESCRIPTION

MS Society Core Competencies

June 2020

Competence	Descriptor: behaviours that can be observed	Linked to BEAT values
Fosters co-production	<p>Acts with and for the MS Community, seeking the expertise of people living with MS to co-produce services and solutions.</p> <p>As a team manager, supports individuals to deepen their knowledge and understanding of the MS Community, sharing their own experience and examples of doing so.</p>	<p>Together</p> <p>Expert</p>
Open to change and innovation	<p>Challenges the status quo to find new and better ways of working, adapting and responding to change and learning from failure.</p> <p>As a team manager, supports and motivates team to try new things, pursue innovation that leads to better organisational outcomes, and share lessons from failures.</p>	<p>Bold</p> <p>Ambitious</p>
Sound decisions	<p>Makes timely decisions with appropriate information, balancing evidence and insight with appropriate risk assessment and action.</p> <p>As a team manager, makes and acts upon clear, transparent and timely decisions even in challenging circumstances, encouraging robust dialogue around assumptions and outcomes.</p>	<p>Ambitious</p> <p>Expert</p>

Collaborative working	<p>Invests time and energy to establish trust and build positive working relationships with individuals and teams across the organisation.</p> <p>As a team manager, actively enables learning and working as a team, supporting the work of other teams and creating opportunities for cross organisational working.</p>	Together
Effective Communication	<p>Demonstrates active listening skills and communicates clearly and succinctly in a range of formats, tailoring messages to audiences as appropriate.</p> <p>As a team manager, engages team through seeking feedback, listening and responding to different viewpoints while ensuring everyone is clear about key messages, role expectations and organisational goals.</p>	Together Expert
Outcome focussed	<p>Focuses on impact and the priorities, resources and deliverables needed to achieve desired outcomes.</p> <p>As a team manager, maintains focus on successful outcomes rather than hours worked, empowering and trusting people to be responsible and accountable for their work.</p>	Bold Together
Inclusivity	<p>Treats people fairly and respectfully regardless of background, role or status, seeking to understand and incorporate different values and viewpoints into decisions and work.</p> <p>As a team manager, promotes an inclusive culture that recognises and values what each individual brings to the team, ensuring reasonable adjustments are put in place to support this.</p>	Together
Accountability	<p>Takes responsibility for work and personal actions; delivers on commitments, indicating where work is behind and help is needed, and acknowledges and learns from mistakes.</p>	Bold Expert Ambitious

	As a team manager, sets and communicates clear expectations for self and others, speaks up and appropriately challenges when things aren't working and addresses problems quickly and transparently.	Together
Tech Savvy	<p>Embraces rapidly changing technology solutions, and understands how technology improves delivery of goals and drives efficiency and effectiveness.</p> <p>As a team manager, creates opportunities to explore and learn about the changing technology environment, apply learning and champion digital innovation.</p>	Bold Ambitious