



Marie Curie Job Description

Job title:

Senior Research Manager, Knowledge Translation and Research Network

Department: Research Management

Location: London

Accountable to: Head of Research

Job Reference:

Background

Marie Curie is a UK charity dedicated to the care of people with terminal illnesses and their families, carers and friends. We provide a network of Marie Curie Nurses, who work in the homes of terminally ill patients across the UK, providing practical care and support. We also have nine Marie Curie Hospices across the UK.

Marie Curie is also the largest charitable funder of palliative and end of life care research in the UK. We currently spend around £3 million per year on a number of research activities. This includes the funding of project grants in the open and competitive Marie Curie Research Grants Scheme, long term research centres at University College London and Cardiff University and internal research capacity development through the Research Lead and Academic Research Fellowship programmes at Marie Curie Hospices, as well as an Internal Small Research Grants scheme. Marie Curie has a particular interest in the potential of research to influence policy and practice at Marie Curie and nationwide.

Purpose of the role

This is an exciting new post in the Marie Curie Research Management Team that oversees all research activities funded by Marie Curie. The purpose of this position is to ensure that the outputs of Marie Curie research activities, where relevant, inform Marie Curie practice locally and/or nationally. The postholder will be responsible for leading the translation and implementation of research findings for the benefit of people living with terminal illness and their carers, families and friends, within and outside of Marie Curie. This will include managing the production of relevant evidence reviews.

The postholder will also lead on the setup and management of a Marie Curie Research Network, made up in the first instance of Marie Curie Academic Research Fellows and Leads at Marie Curie Hospices and Marie Curie Nurses. One key aim of the Network is to identify and address Marie Curie relevant evidence needs and research priorities. If this is successful, the network could be expanded to include partner organisations who wish to collaborate in research activities.

Duties and responsibilities

Specifically, as part of their main responsibilities, the post-holder will be required:

- To lead on maximising the potential for Marie Curie research to inform policy and improve practice at Marie Curie and nationally.
- To champion knowledge translation and implementation of research funded by or carried out by Marie Curie researchers within Marie Curie and more widely.
- To develop excellent relationships with Marie Curie funded researchers at Marie Curie centres and other universities and clinical facilities nationwide as well as research fellows, leads and grant holders within Marie Curie.
- To set up and manage a new Marie Curie Research Network of Research Leads, Fellows, Research Nurses, Small Research Grant Holders and research-interested people across the charity. The aim of the network is to address local and national Marie Curie evidence needs, make the charity more research active and support collaboration between our different research sites at hospices and beyond.
- To oversee and manage the production of evidence reviews in strategic areas for the charity either in house or in collaboration with external research teams.
- To proactively develop contacts with relevant teams at Marie Curie, such as Caring Services, Clinical Quality, Quality Improvement, Learning and Development, Information and Support, Policy, etc to disseminate research findings.
- To make links between Marie Curie funded researchers and Marie Curie services and to identify Marie Curie evidence needs and support the translation into research questions.
- To advise research grant applicants on including knowledge translation activities in their proposals with the aim of maximising the future impact of Marie Curie research activities.
- To support and advocate for the use of evidence in all Marie Curie's activities.
- To get involved in Steering Groups for activities that involve an element of knowledge translation.
- To link with improvement teams across the charity to ensure our services are based on the best evidence available.
- To keep abreast of the latest developments in knowledge translation and implementation.
- To line manage the Senior Research Information Officer in the Research Management Team.
- To lead on delivering the first Marie Curie Quality Improvement Conference, supported by the Research Officer.

- To support the Head of Research and Executive Medical Director at Marie Curie in all other relevant matters.

Key internal and external relationships

- Research Management Team: Research Manager, Senior Research Information Officer and Research Officers
- Research Leads and Academic Research Fellows at Marie Curie Hospices as well as other research-active Marie Curie staff members including Small Grant Holders and Research Nurses
- Clinical Quality Team and Quality Improvement Team
- Marie Curie Caring Services Teams
- Learn and Develop Team
- Information and Support Team
- Marie Curie Policy and Public Affairs Teams
- Marie Curie grant holders at MC Research Centre
- Marie Curie project grant holders
- Marie Curie Library

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder

Person specification - qualifications and experience:

The post holder will have (E=Essential, D=Desirable):

- A degree in a health or sociological related discipline that includes a good grounding in research methods (E)
- A higher postgraduate degree, preferably PhD (D)
- An excellent understanding and substantial experience of knowledge translation approaches and methodology in relation to health/policy (E)
- The proven ability to absorb and analyse research findings and summarize them in a concise manner (E)
- Knowledge of research and the UK research environment (E)
- The ability to work independently, manage own workload and produce work to tight deadlines (E)
- The ability to work as an effective team member who draws on colleagues for information, ideas, resources and support, and can lead group work (E)
- Excellent written and verbal communication skills (E)
- Excellent interpersonal skills including the ability to proactively develop effective working relations with staff at all levels (E)
- Proven organisational skills including the ability to prioritise and co-ordinate multiple projects of a significant scope and complexity (E)
- The ability to travel UK wide (E)
- A commitment to own personal development (D)
- Previous project management skills (D)
- An interest in end of life care research (D)
- Experience in the charity sector (D)



Marie Curie Terms and conditions

Job title	Senior Research Manager, Knowledge Translation and Research Network
Salary	£42,534 to £46,871 including London Allowance
Grade:	MCJES F
Annual leave entitlement	25 days per year, plus bank holidays
Notice period	One Month (after first six months service)
Working hours	35 hours per week

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems