#

# **Job Description**

Job title Senior Public Health Governance, Compliance, Monitoring and Reporting Officer HDRC

Directorate PEOPLE : Children and Adults

Division Public Health

Range MPR 6

Reports to Senior Public Health Programme and Compliance Manager

## **Main purpose of the job:**

To establish, develop and maintain ongoing research governance and compliance policies and processes for the National Institute of Health and Care Research (NIHR) Health Determinants Research Collaboration (HDRC) Medway, to ensure the safety, legality, and ethics required for local authority research, providing technical and professional guidance to the HDRC team and partners, and investigating any non-compliance or areas requiring improved practice.

To monitor HDRC progress and performance against NIHR and HDRC performance indicators and success measures by creating processes and platforms for collecting, synthesizing and storing insights.

To provide detailed performance reports (financial, statistical, qualitative and quantitative), collecting, interpreting, and sharing research insights and demonstrating the programme’s performance against the stated aims and objectives of the HDRC Business Plan and Logic Model, and contractual obligations set by the NIHR and research partners.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](https://www.medway.gov.uk/onemedwayplan) and embeds our [values and behaviours.](https://www.medway.gov.uk/info/200783/our_values_and_behaviours)

## **Accountabilities and outcomes:**

Support the development of high-quality research governance and research ethics policies and processes for NIHR HDRC Medway, bridging the gap between local government and HEI cultures including matching already existing governance arrangements in the council to university expectations.

Seek and/or provide technical and professional research governance advice, guidance, and direction to relevant NIHR HDRC Medway teams, Principle Investigators, governance committees and stakeholders in line with relevant research standards and appropriate regulatory frameworks.

Ensure research outputs are approved by the NIHR HDRC Medway leadership and executive teams to ensure a senior sponsor for publication and appropriate interpretation and communication of results. Ensure that research activities and publications are reviewed with the appropriate methodological or subject matter expertise prior to reporting.

Ensure informed consent and wellbeing for research participants is a priority and support the maintenance and storage of accurate data in accordance with internal and external requirements and standards, communicating effectively with a range of professionals and sharing appropriate information in line with agreed protocols.

Maintain accurate project and programme management systems to ensure compliance with the requirements of the Council and with programme guidance issued by grant funding and regulatory bodies and work with partners and providers to investigate any non-compliance or areas of significant poor performance, communicating information to senior HDRC management along with recommendations for improvement.

To work with relevant Council departments, including, procurement, legal and finance to ensure compliance with relevant local authority regulations and statutory legislation, ensuring all third-party expenditure is compliant with the grant terms and conditions, managing all aspects of the contract administration, analysing outcome and financial information received from collaboration partners, and producing compliance reports highlighting areas of strength and weakness.

Undertake regular monitoring of programme outputs and expenditure, including assisting the senior HDRC management with the coordination of project and programme audits. Monitor the progress of the HDRC, gathering and analysing data to highlight areas of good and poor performance to inform HDRC priorities and decisions by HDRC leaderships, establishing basic trends and patterns in data and maintaining secure and accurate records of HDRC work.

Provide and present detailed monthly and quarterly reports (financial, statistical, qualitative and quantitative) to demonstrate compliance of the HDRC with the Business Plan, contractual obligations set by the NIHR and to support completion and submission of statistical and financial returns to the NIHR, ensuring that the information submitted is complete, accurate and can be clearly evidenced.

Contribute to the development of external grant applications pertaining to the NIHR HDRC Medway and support senior management in the production of reports and plans for submission to both NIHR, local authority or collaboration partner purposes to ensure performance reporting requirements of the HDRC and Council are effectively delivered.

At the discretion of the Senior Programme and Compliance Manager HDRC, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## **Key Corporate Accountabilities:**

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone’s responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway’s care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

## **Organisation:**

This role reports to the Senior Public Health Programme and Compliance Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## **Working Style:**

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

# **Person specification**

All criteria at level A are considered essential unless stated otherwise.

## **Qualifications**

### Level A

Professional Qualification:

Undergraduate degree in related field

Or

Professional Experience:

Demonstrable experience of at least 1 year working in a governance/compliance role in a health or social care setting or other relevant area and

Minimum of 5 GCSE (at Grade 4-9 including in English & Maths or equivalent Level 2 qualification

### Level B (in addition to level A criteria)

Evidence of continued professional development

### Level C (in addition to levels A and B)

## **Knowledge**

### Level A

Knowledge of National guidance on GDPR and Data management in research.

Understanding of financial processes and requirements, particularly those involved in research.

Knowledge of quantitative and qualitative research methodologies and data collection methods (experimental and observational), including their ethical and research governance implications.

Knowledge of systems and processes for monitoring and reporting against strategic objectives.

Knowledge of the complex inter relationships between organisations that pertain to health determinants and how to work with these across various interfaces and settings.

Knowledge of the wider determinants of health and the role local government plays in health outcomes.

Knowledge of legislation, policies and procedures in relation to equalities and safeguarding

A good awareness of the One Medway Council Plan

### Level B (in addition to level A criteria)

Expert knowledge of National guidance on GDPR and Data management in research.

Knowledge of public health policies, procedures and local authority/public sector regulations.

In-depth knowledge of the UK policy framework for health and social care research.

Knowledge of research ethics and governance policies and procedures used by HDCR partner academic institutions.

Knowledge of NIHR human resource good practice guidance.

Knowledge of council departments, general functions and responsibilities.

Knowledge of ethical research practice (including co-production) particularly in the context of research undertaken in local authorities on health, social care, public health, environment, education etc) and research with vulnerable communities.

Awareness of UK research infrastructure and good knowledge of the national policy agenda related to public health research.

Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.

### Level C (in addition to levels A and B)

Expert knowledge of the HDRC programme

Expert knowledge of the full range of monitoring and reporting systems and processes required for the HDRC, NIHR and wider academic and funding partners.

## **Experience**

### Level A

Experience of successfully delivering the research governance function within a research environment (e.g. NHS, HEI or Local Government).

Significant experience in the field of information governance.

Experience of drafting and submitting successful ethical applications for a range of projects.

Experience of delivering effective specialist and technical training and guidance to a range of audiences.

Experience of delivering reports to regional or national organisations.

Experience of working to ensure projects are financially compliant.

Previous experience working within a multidisciplinary team.

Experience of working with the public.

### Level B (in addition to level A criteria)

Extensive experience of drafting and submitting ethics applications.

Experience of delivering effective advice, training and guidance on monitoring, compliance and governance issues.

Experience of supporting research officers to provide ethical and compliant work throughout a research project.

Experience of supporting researchers throughout a research project.

Track record of contributing to and/or developing collaborative research networks.

Developing track record of successful engagement with key research stakeholders, both internally and externally.

Extensive experience of working to ensure projects are financially compliant with national funding body requirements.

Experience of the complexity and breadth of Public Health and local government operations.

Experience of collaborating and building alliances/partnerships to create new robust and streamlined methods of sharing of ideas, practices, resources, and support that culminate in an effective system of research governance.

Experience of monitoring a programme with multiple projects and a range of success measures.

Experience of submitting reports at a variety of levels outlining the results of monitoring against an array of programme/project functions.

### Level C (in addition to levels A and B)

Experience of implementing governance and compliance policies and processes within local government.

Experience of delivering effective advice and guidance on governance issues to leaders, managers, principal investigators and other researchers.

Extensive experience of drafting and submitting successful ethics applications for a range of research projects.

Extensive experience of monitoring a programme with multiple projects and a range of success measures and providing accurate, timely reports that can be submitted to governing bodies and/or used to track progress and provide recommendations for improvement.

Experience of managing non-compliance and supporting required changes.

## **Skills**

### Level A

Excellent written and verbal communication skills, with the ability to write clearly and concisely (particularly in report writing) and communicate with a wide range of people at all levels (including the public) to simplify complex information into manageable and understandable formats.

Ability to interpret and advise on legal requirements and governance arrangements.

Strong time management skills and a flexible and adaptable approach with the ability to keep track of multiple tasks and to plan and prioritise workload to work effectively under pressure and meet deadlines, often in the face of changing and conflicting demands.

Ability to quickly absorb new information and research new topics.

A methodical and accurate approach to work with attention to detail and a willingness to adapt and innovate.

Ability to work effectively, flexibly, creatively, and cooperatively as a team member as well as working alone.

Organisation and time management skills to manage and deliver a range of tasks and projects to tight deadlines, including the ability to manage own workload within defined parameters.

Demonstrable skill in the use of spreadsheet, word processing and presentation packages.

Ability to maintain confidentiality as standard working in an information protection and security focussed team.

### Level B (in addition to level A criteria)

Ability to provide advice at pace on GDPR and data management in research.

Ability to receive, analyse and handle large volumes of complex, sensitive and highly confidential information.

Ability to build expertise in research compliance to ensure appropriate monitoring, governance and compliance policies and practices are in place and support Medway Council to be more research active.

Ability to document and demonstrate research compliance by specifying the relevant task, function or power, and identify its statutory or common law basis.

Ability to set up accurate monitoring processes and report to a wide range of interested parties, providing recommendations where appropriate.

Ability to act quickly and with intuition to resolve issues around non-compliance or poor governance, finding quick solutions and ensuring that they are implemented.

Ability to report effectively with clear and concise details, summaries, areas of concern and recommendations for improvement.

### Level C (in addition to levels A and B)

Proven ability to build fully functional policy, expertise and processes for independent HDRC research governance.

Ability to ensure appropriate monitoring, reporting and compliance across all HDRC activity, building in mechanisms to streamline processes and support those with less experience.

Ability to lead governance and compliance activity throughout HDRC related activity and to provide expert guidance and training where appropriate.

Ability to show leadership and effective people management, especially when faced with significant barriers.