

Job Description

Senior Research Manager

It's unacceptable that more than half of people diagnosed with pancreatic cancer die within 3 months. Survival rates have improved enormously for most cancers, yet for pancreatic cancer, this is not the case. And, with treatment and care affected by the pandemic, the situation has only got worse.

Pancreatic Cancer UK is a national charity dedicated to taking on this injustice using every possible means. We're supporting people with pancreatic cancer now, campaigning, and funding vital research to transform the future.

The Role:

Background

We are at a transformative stage of growth and development. Our organisation is growing rapidly, and we are starting to make real and impactful changes to pancreatic cancer in the UK. We are currently developing our next organisational strategy and by harnessing the momentum we currently have we can truly transform the lives of people with pancreatic cancer over the next 5 years.

Crucial to this is the significant increase in investment in the research community as well as the PCUK Research Team. We have bold ambitions and to realise these we are building our research capacity and resource with new posts and new structures. This will enable us to not only increase our research investment in the community but to do it in the areas most needed for researchers to effectively drive changes in survival.

Purpose

The Senior Research Manager takes responsibility for the development, delivery and monitoring of Pancreatic Cancer UK's rapidly growing research activities. Key to this role will be working to ensure that our grants schemes are dynamic, innovative and delivered to the highest possible quality and objectivity, addressing key needs of the research and patient community.

This role will also contribute significantly to the strategic thinking, community engagement and leadership within the Research Team, across the charity and in the research community.

This will ensure that Pancreatic Cancer UK continues to be recognised and respected as the leading pancreatic cancer charity in the UK and a leading voice in the research funding community.

Main Responsibilities

Research grant scheme development, application and review processes

Crucial components of our upcoming strategy focus on supporting innovation ([Research Innovation Fund](#)) and building research capacity ([Future Leaders Fund](#) and [Fellowships](#)). To develop and deliver these strategic research initiatives, the Senior Research Manager, with direct support from Research Officer, will take responsibility for overseeing the application and review processes. This includes:

- scoping and developing funding calls
- explore and develop new partnerships with organisations where strategic objectives align, including co-funding of research, leveraging funding and driving forward new research initiatives in pancreatic cancer
- supporting the Research Officer in processing and responding to enquiries and applications from applicants
- coordinating comprehensive internal and external peer review processes for all submitted applications
- supporting the Scientific Advisory Board and Chair, to provide funding recommendations to the charity
- managing feedback and award process

Research grant monitoring

Responsibility for the post-award management and overseeing the administration of grants to enable the charity to be fully accountable for its research spend. This includes:

- Ensuring that all new awards are appropriately processed, dealing with contractual issues and maintaining good relationships with new and existing researchers and Host Institutes
- Managing the timely collection, review and authorisation of award progress reports
- Monitoring, processing and preparing grant payments
- Organising and attending research visits
- Monitor live awards and deal with enquiries and requests from grant holders in line with governance and auditing requirements
- Supporting the Research Communications Manager and Research Manager to analyse, interpret and communicate the impact of our research activities and investment
- Manage a range of collaborations and partnerships with other funders, institutions and partners to deliver and enhance the charity's research goals. This will include existing partnerships with the Universities, AMRC, CRUK, NIHR, MRC, EPSRC, the Royal College of Surgeons, Association of Surgeons of Great Britain and Ireland, Worldwide Cancer Research, Scotland's Chief Scientist Office, and Marie Curie

Support for study development

Researchers will drive the changes needed in pancreatic cancer however there are challenges to coordinate activities in a small widely spread community. As a trusted partner,

with the expertise and strategic oversight, we will support this community with the resource needed to enhance research activities in the UK and internationally. This will include:

- Organisation of meetings between multiple researchers and stakeholders
- Support ongoing project with management oversight, strategic input and administrative support where necessary
- Strategic review of collaborative applications/proposals and liaison with individuals and organisation for input both internally and externally
- Overseeing the work of the Research Officer managing the [The Research Involvement Network](#) and involvement activities both internally and externally

Communications, impact and stakeholder engagement

The Senior Research Manager will work closely with the Research Communications Manager to communicate our programme of funded research and building key relationships with internal and external stakeholders in order to maximise impact from our research activities and to deliver wider organisational objectives. This includes:

- Developing engaging research communications (website, social media, press) to ensure that the charity's research programme and wider research developments are publicised appropriately
- Supporting the fundraising teams to ensure that the charity's research activities effectively engage and inform fundraisers and other supporters.
- Representing the charity at meetings, conferences and research visits as appropriate
- Representing the research team at internal meetings and on relevant working groups
- Working with the Head of Research and Research Manager on annual and ad hoc events in line with the aims of the Research Strategy, such as workshops and round tables

Research leadership

PCUK have the only dedicated research funding professionals in pancreatic cancer in Europe. We have an important and a unique place in the community and have worked hard for many years to develop trust and recognition for our professionalism, transparency and responsiveness. The Senior Research Manager will be critical in continuing to demonstrate this leadership in the research and supporter community as well as across the many charity teams that we work closely with. This will include:

- Working with Head of Research, Heads from across the charity and members of Senior Leadership Team/CEO to provide expert research insights in organisational activities including in Research Strategy development
- Engage with senior members of the research community to represent the charity and also input in to initiatives that are critical for the progress and prosperity of research in the UK

- Work with Communications and Fundraising colleagues to engage with supporters demonstrating the value of research and our expertise and professionalism

Developing strategic mechanism of research funding

In the upcoming strategy, PCUK aim to make significant improvements to the overall survival of people with pancreatic cancer. We need to identify and focus our resources and funding in key areas that will achieve this change. To do this the Senior Research Manager will work closely with Head of Research and Research Manager to:

- Coordinate and input to the development of new strategic funding schemes alongside planned response-mode funding and other research activities
- Support the research community to engage with initiatives that aim to address these key strategic needs

Line management

The Senior Research Manger will provide direct line management support to the Research Officer and potentially volunteers within the Research Team. This will include:

- Supporting the Research Officer in their role to ensure the administration and delivery of grant schemes and post award monitoring is done to time and to the highest possible standards
- Working with the Research Officer to understand the needs of internal and external stakeholders and advising on how best to support their activities whilst balancing them with the team's priorities.
- Mentoring and developing the Research Officer

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Person Specification

Skills, knowledge, experience & qualifications	
Essential	
1	In depth ability and strong track record of grant award and management processes, including running grant rounds, working with large external committees and monitoring grants.
2	An understanding of patient and public involvement
3	Proven ability in working well with a wide variety of stakeholders, including all levels of seniority within academia and other research settings e.g. funders and host institutes
4	Proven ability of working with teams within your organisation to develop engaging research communications e.g. for funding bids, media and/or policy
5	Knowledge of the cancer research environment in the UK, and/or research funding and the charity sector
6	Track record of the development and implementation of research strategy and policy
7	Competent user of Microsoft Office (Word, Excel, PowerPoint, Outlook)
8	Excellent written and verbal communication skills including being able to communicate complex information to a range of audiences
9	Confident in networking, influencing and negotiating with key stakeholders (both external and internal) to build relationships and new partnerships
10	Ability to conduct meetings, present to external audiences, and to represent the organisation at seminars, workshops and be the subject matter expert both internal and externally
11	Strong team working skills; able to understand and balance the priorities of others in relation to their own work
12	Excellent organisational and project management skills, with good time-management and the ability to manage a busy and varied workload, whilst maintaining attention to detail, and meeting deadlines
13	Have previously line managed staff. You will be supportive and be able to help guide individuals with their workload, priorities and responsibilities to ensure effective delivery of activities
14	An undergraduate degree, preferably with a biomedical focus
Desirable	
1	Understanding of the challenges in pancreatic cancer research
2	Some previous experience of conducting research and/or working in a research environment
3	Ability to drive and lead on change and bring other on the journey
4	A scientific PhD, Masters or similar qualification, preferably with a biomedical focus

A criminal record check is not currently required for this role.

Personal qualities and other requirements are:

- A professional and passionate approach to your work
- Confident, personable and able to show sensitivity and empathy for people with pancreatic cancer and their carers
- Willingness to undertake a wide range of activities at different levels, and an innovative, creative, proactive and flexible approach to working life in a small, growing charity
- Commitment to our vision, mission and values: Determined, Compassionate, Pioneering, With Integrity, and to learning and development
- Commitment to health and safety, data protection, equality and diversity and safeguarding compliance and best practice
- Understanding and acceptance of Pancreatic Cancer UK's policy on the use of animals in research which is in accordance with the AMRC
- It is essential you have to have the right to work in the UK at the time of application.

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