

**BRITISH HEART FOUNDATION CLINICAL RESEARCH
COLLABORATIVE (BHF-CRC)**

ROLE TITLE: Chief Operating Officer

DURATION: Three years in first instance

JOB CONTEXT: The British Heart Foundation (BHF) is establishing a Clinical Research Collaborative (BHF-CRC) to support the conduct of excellent clinical research in cardiovascular medicine and surgery in the UK. The network will provide an infrastructure to facilitate, enhance and coordinate the current clinical research efforts of existing cardiovascular and surgical societies and clinical study groups, all of which have pledged their support and many of which are supported by patient groups. The network will: (i) identify and prioritise clinical research questions, (ii) develop robust and integrated study proposals, (iii) engage and mobilise clinicians in clinical research conduct, and (iv) enthuse, educate and enhance UK cardiovascular clinical research capacity and capability. The ultimate beneficiaries will be patients and health services both in the UK and worldwide through the development of high quality research-driven evidence that will inform clinical practice.

The British Cardiovascular Society will host the BHF-CRC on behalf of all the affiliated societies and clinical study groups.

We are seeking to appoint a full-time Chief Operating Officer (COO), who working with a Clinical Lead, will develop and manage the network in line with its strategic objectives.

PURPOSE AND SCOPE: The COO will be responsible for establishing, developing and leading the network in pursuit of the intended aims alongside the Clinical Lead. Activities will be coordinated by a Steering Group, chaired by the Clinical lead and constituted from the clinical study group (CSG) chairs. The BHF will appoint an Oversight Board comprising key stakeholders from the BHF, BCS, and other affiliate societies as deemed appropriate. The Oversight Board will advise on strategic aims and issues. Both the COO and Clinical Lead will be accountable to the Oversight Board for the

progress and delivery of the plans in line with strategic goals and specified timescales. The COO will need to ensure key performance indicators set by the Board are met.

The COO will be responsible for ensuring the network supports the meetings and other activities of the affiliate societies in the development of research projects and will lead on the development and provision of an IT infrastructure crucial to support the project development, the network and its outputs.

The COO will need to engage with key stakeholders at senior levels within the BHF, BCS and other organisations. They will need to demonstrate strong leadership and management skills, ensuring targets are met in terms of both expected outputs and agreed timelines for delivery.

The COO will ensure excellent working relations with those stakeholders involved in the network, working with the Steering Group to realise their aims and ambitions of the programme.

REPORTS TO: Clinical Lead and BHF Oversight Board.

Day to day reporting on operational matters will be to the BCS CEO and a formal appraisal will occur on an annual basis.

DIRECT REPORTS: Responsible for web/database developer and network administrative assistant

WORKS CLOSELY WITH: Research Network Clinical Lead, Research Network Steering Group, BHF Oversight Board, Affiliate Society Presidents and Research leads, BCS CEO and BCS Finance Team.

MAJOR RESPONSIBILITIES:

The primary responsibilities of the COO are to:

- Ensuring that the BHF-CRC plans, prioritises, develops and delivers high quality clinical research in cardiovascular medicine in line with expectations of the BHF and BCS
- Engage and unite the clinical research promotion work of the BCS, other affiliated societies and clinical study groups in a unified organisation and develop it to represent and promote all aspects of clinical research in cardiovascular medicine
- Ensure that the network supports and encourages the existing work of the affiliated societies including patient engagement in their research groupings and invite representation from the national patient groups on the network steering group.
- Recruit and manage an administrator who will support the network requirements and its meetings.
- Ensure the effective development and delivery of a BHF-CRC website to promote the network identity and cohesion plus a database system for network activities and outputs.

- Ensure that the UK Cardiovascular community are united and supported to identify and prioritise research questions; to plan and deliver clinical research of the highest quality - with impact at national and international level.
- Develop and promote the national Cardiovascular agenda in line with strategic aims for the network ensuring prominent, nationwide 'visibility' of the network initiative through appropriate communication and marketing channels
- Utilize the network structure to capitalise on existing areas of success and maximise inclusion by engaging the existing specialist society and sub-speciality organisations
- Oversee the effective organisation of an annual network specific event, to coincide with the Annual Conference of the BCS in June to promote the network agenda and allow interaction and collaboration between groups.
- Deliver on the day-to-day operations of BHF-CRC including organising and managing meetings of the BHF-CRC Steering Group that meets quarterly.
- Develop the appropriate structure and support for the specific affiliate groups and their meetings.
- Ensures that systems are in place to provide clear communication, managing strategic information across the network; together with the Oversight Board In collaboration with the BHF Steering Group, Oversight Board and Clinical Lead, develop an annual operating plan that supports the long term operations strategy in respect to the network.
- Keep the Clinical Lead and BCS CEO fully informed in a timely and candid manner of the conduct of the day-to-day operations towards the achievement of the established goals of the network and of all material deviations from the goals or objectives and policies established by the Board;
- Be available to brief the Clinical Lead and BCS CEO on operational matters for review in advance of meetings of the Oversight Board;
- With respect to operational matters, ensure effective communications, resolution of issues and project development;
- Attend meetings of the Steering Group, Oversight Board and Committees and present the information necessary or relevant to the Group, Board or Committee for discharging its duties;
- Ensure that risk assessments are carried out, updated, managed and reported on a routine basis both at strategic and operational levels.

OTHER DUTIES:

The above list of duties is not exhaustive. The COO will be expected to carry out any other duties that may be reasonably expected by the BHF Oversight Board Steering Group and Clinical Lead as required and commensurate with the post.

Terms and conditions (as per BCS terms and conditions)

Salary:	£70-75k depending on experience
Annual leave:	25 days annual leave plus statutory holidays (full time), plus 2 further days after 5 years of service and a further 3 days after 10 years' service

Other benefits:

- 35 hour week (likely to require additional hours commensurate with position)
- Pension scheme (defined contribution) 6% employer contribution increasing to 7% from January 2019
- Interest-free season ticket loan (following completion of probation)
- Death in Service benefit
- Employee Assistance Programme
- Access to a whole range of perks through the Perkbox platform

In consultation with staff, benefits and policies may be reviewed and changed over time.

Person specification

POSITION: Chief Operating Officer, British Heart Foundation Clinical Research Collective (BHF-CRC)

General and professional education	Application	Interview
<p><i>Essential</i></p> <ul style="list-style-type: none"> • An Academic Qualification at first degree-level or equivalent 	✓	
<p><i>Desirable</i></p> <ul style="list-style-type: none"> • MBA, a post-graduate or equivalent qualification in a management subject • Project Management Training, e.g. Prince 2 	✓ ✓	
Competencies, skills and experience	Application	Interview
<p><i>Essential</i></p> <ul style="list-style-type: none"> • A successful track record in management and leadership of a project, high profile work programme or function at a senior executive level, ideally in a membership, charity, healthcare environment, or the not-for-profit sectors 	✓	✓
<ul style="list-style-type: none"> • The vision and intellectual breadth to grasp the strategic challenges and opportunities of the network and to contribute to its ability to meet those 	✓	✓
<ul style="list-style-type: none"> • Excellent interpersonal skills and collaborative style with the ability to build and maintain strong relationships and create strong synergies across the network and with key stakeholders; in particular, the Oversight Board and Clinical Lead 	✓	✓
<ul style="list-style-type: none"> • An ability to lead on development and delivery of the necessary website and IT systems infrastructure to agreed timelines (including web-based IT facility for file sharing and a new national database for research co-ordination) 	✓	✓

<ul style="list-style-type: none"> • The ability and experience to contribute to the leadership of the network with a strong focus on delivering to improving the quality of its services and on providing excellent 'customer' care 	✓	✓
<ul style="list-style-type: none"> • The ability to command the respect and confidence of key stakeholders, the Oversight Board and other audiences 	✓	✓
<ul style="list-style-type: none"> • Exemplary people skills, coupled with energy and enthusiasm and a cooperative and consultative personal style 	✓	✓
<ul style="list-style-type: none"> • The ability to forge trusting relationships with direct reports and to delegate appropriately 	✓	✓
<ul style="list-style-type: none"> • The ability to give clear, effective and consistent leadership 	✓	✓
<ul style="list-style-type: none"> • Ability to meet targets and deliver results within specified deadlines 	✓	✓
<ul style="list-style-type: none"> • Excellent communication and presentation skills, with the ability and presence to represent the BHF-CCRN with a range of external stakeholders and audiences as required 	✓	✓
<ul style="list-style-type: none"> • Demonstrable ability to resolve problems as they arise and proactively seeks to address areas of concern before problems arise 	✓	✓
<ul style="list-style-type: none"> • Strong experience in developing people and building a team 	✓	✓
<ul style="list-style-type: none"> • Demonstrable success in managing resources effectively (financial and staff) 	✓	✓
<i>Desirable</i> Experience of successfully leading on a major / high-stakes project or new programme of work from development through to delivery.	✓	✓