

The Royal College of Anaesthetists
JOB DESCRIPTION
DEPUTY DIRECTOR OF HEALTH SERVICES
RESEARCH CENTRE

Job Title:	Deputy Director, NIAA Health Services Research Centre
Directorate:	Education and Research
Responsible to:	Managerially responsible to RCoA Director of Education & Research Professionally responsible to the Director, NIAA Health Services Research Centre
Key relationships:	NIAA Board, HSRC Executive Management Board, Director of HSRC, RCoA Council, RCoA Director of Education & Research, RCoA Advisor to NAPs, RCoA Administrative Team, specifically NIAA Administrator, HSRC & NAP Administrator, NELA Administrators

Main function

To assist and support the Director of the NIAA Health Services Research Centre in directing, managing, developing and delivering the aims and objectives of the NIAA Health Services Research Centre (HSRC) in line with its strategic plan, ethos and policies.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Deputise for the NIAA HSRC Director as required, including chairing meetings
- Lead the next stage of the NIAA HSRC Clinical Measures Programme
- Chair Joint RCoA/HSRC Quality Measures Advisory Group
- Lead development of HES capability in anaesthesia and perioperative care
- Lead development of business case for comprehensive outcomes database for anaesthesia and perioperative care

Assist the Director of Health Services Research Centre in:

- Assisting the NIAA Board and RCoA Council in the development of the HSRC's strategic plan, with agreed timelines for implementation
- Developing areas of activity and defining scope of activity of HSRC
- Developing ethos and policies of HSRC
- Identifying and accessing resources (financial, human and material) required to further the HSRC's aims
- Raising funds and managing HSRC's finances effectively and efficiently within the RCoA's existing financial structure in conjunction with the RCoA Director of Education & Research
- Developing representational role appropriately and strategically
- Developing and managing relationships with stakeholders and partners
- Developing and managing a team to deliver the aims and objectives of the HSRC
- Working to encourage the use of robust and valid methods, and metrics and promoting best practice in health services research in relation to clinical anaesthesia and pain medicine nationally
- Regularly reporting to the HSRC Executive Management Board
- Monitoring and evaluating the HSRC's work plan using performance indicators
- Any other duties which do not change the nature of the post, as may be determined by the board in response to contractual developments and needs

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- To uphold the principles of equal opportunities and anti-discriminatory practice in all aspects of work

Remuneration

There is no direct payment for the role. The post is supported by the cost of 2 periods of professional activity (2 PAs) per week in order to enable the successful candidate to dedicate a minimum of 8 hours per week to the project. It is anticipated that the workload of the project will fluctuate and the appointee will need to be able to be flexible enough to dedicate considerably greater amounts of time to the project when this is required.

This is a fixed term contract for a period of three years with a review at the end of this time.

4 March 2014