Research Manager

<table>
<thead>
<tr>
<th>Reporting to</th>
<th>Head of Policy, Advocacy and Research</th>
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<tbody>
<tr>
<td>Team</td>
<td>Policy, Advocacy and Clinical Programmes</td>
</tr>
<tr>
<td>Key Relationships</td>
<td>Internal: colleagues across the Policy, Advocacy and Clinical Programmes team and the Campaigns and Communications team; Membership Engagement (in particular the Head of Information Support); Grants</td>
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<tr>
<td></td>
<td>External: UK research institutions and universities; hospice research leads; civil servants; other third sector palliative and end of life care organisations; People with lived experience</td>
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Hospice UK is the national charity for hospice and end of life care. We work to ensure everyone affected by death, dying and bereavement gets the care and support they need, when they need it.

We believe that everyone, no matter who they are, where they are or why they are ill, should receive the best possible care at the end of their life. No one should die in avoidable pain or suffering.

Our mission is to transform the way society cares for the dying and those around them. To empower individuals, communities and populations to embrace the ethos of hospice care and extend its breadth and reach to improve everyone’s experience of death, dying and bereavement.

Our ambitious strategy is the blueprint for how we can achieve the transformation that is needed and sets out the following four strategic goals that will be driving our work over the next five years:

- Extend the reach and enable hospice quality care to be delivered in any setting
- Tackle inequality and widen access to hospice care
- Work with communities to build capacity and resilience to care for those at the end of their life
- Empower a strong, dynamic and responsive hospice sector.

Hospice UK offers a dynamic, supportive and rewarding workplace for its approx. 80 staff. At the heart of our organisation is a strong team culture in which all staff play an important part. Our organisational values are: collaboration, compassion, inclusive, innovative and knowledgeable.
Job description

Focus
Influencing the external environment through evidence based work, and ensuring delivery of care is shaped by the latest research is key to delivering on our ambition to ensure that everyone, no matter who they are, where they are, or why they are ill, receives the best possible care at the end of their lives.

Role purpose
The Research Manager carries responsibility for taking a leading role in how Hospice UK analyses, translates and presents emerging research around palliative and end of life care. The aims of this role are to; enable current research and evidence to shape frontline care; translate research and evidence into materials that impact decisions made in national policy; and, to support Hospice UK’s 200+ member hospices to be research active and informed of what is happening in the wider environment.

Working closely with the Head of Policy, Advocacy and Research, and with colleagues across the organisation, the post holder will tap into the pipeline of external academic and social policy research that is instrumental in making end of life care in the UK world leading. They will seek opportunities to lead the translation and implementation of research findings in support of Hospice UK projects and programmes, toward tangible benefits for people in need of palliative and end of life care, particularly those facing disadvantage.

This will include mapping recommendations, making use of data and statistics, identifying and collating key findings and gathering relevant information by theme and in language that will appeal to different decision making audiences.

The Research Manager will proactively identify gaps in existing research and literature and have the opportunity to champion where and how those gaps might be filled. This includes sector data gaps, where the position holder will have a key role in projects aimed at collecting and reporting on data collected to inform projects. Another important aspect of the position is to be able to build relationships and create links with some of the leading figures in palliative and end of life care research and practice.

To support and where appropriate lead specific research and evidence projects through close working between internal directorates as well as external stakeholders including researchers, research organisations, health and social care experts, national networks, government and other charities. There will also be freedom and opportunity to continue expanding Hospice UK’s involvement of people with lived experience and public voice in our projects.

The post will also support our Research and Clinical Innovation Project Lead (0.2FTE)
Key tasks and responsibilities

**Research, data and evidence**

- Key role in research projects and programmes, with a focus on social policy research, to achieve agreed strategic and business plan objectives and outcomes.
- Supporting the creation and delivery of Hospice UK’s research strategy, which includes delivery of our research work, supporting research needs across the organisation, advising on the evaluation of major projects and programmes, and developing a programme to support the translation of research into practice and policy.
- Contribute to the design and implementation of tools and processes to support teams across the organisation apply research, evidence and evaluation to their projects and decision making.
- Proactively maintaining knowledge of relevant research areas including health, social care and social justice issues that impact end of life.
- Working with the Head of Information Support in responding and/or supporting team members to respond to research related enquiries.
- Identifying and managing opportunities to work in partnership with other organisations for the completion of research outputs aligned with Hospice UK objectives.
- Briefing hospice and palliative care services, colleagues and senior staff on key research developments or issues as required, translating research into messages relevant to policy and practice.
- Providing insight and evidence from published research to support Hospice UK’s public facing work, including our Dying Matters campaign.
- Supporting the collection, reporting and influencing of data projects, which may include hospice patient demographics and workforce.
- Building and maintaining a database and network of colleagues across hospice and end of life care who are active or interested in participating in research.
- Scanning for research in the pipeline for publication and/or recently published.

**Policy and advocacy**

- Providing support and research translation focused input to our policy, advocacy and clinical programmes work in Scotland, Wales and Northern Ireland.
- Contributing to policy and advocacy positions to ensure they are grounded in robust evidence.
- Writing and contributing to high quality think pieces, briefings, reports, articles and other written outputs.
• Providing rapid responses and detailed analysis to respond to external developments and demands, such as Government announcements, media inquiries and requests for briefings from MPs and others.

• Contributing research related content for Hospice UK written outputs including website content, media releases, blogs and campaigning materials.

• To deputise for the Head of Policy, Advocacy & Research as required.

Communication
• Building relationships with the research community, hospices, other end of life care organisations and charities, think tanks, and others to promote agreed objectives.

• Supporting the Research and Clinical Innovation Project Lead in co-ordinating research network email bulletins.

• Presenting Hospice UK research messages at agreed events and conferences.

• Supporting the work of the communications team and providing written and verbal content relating to research projects.

• Ensuring internal colleagues and external stakeholders are well informed on key issues and developments relating to hospice and wider end of life care research.

• Managing the research related content on the Hospice UK website.

Project management
• Leading agreed research projects and the development of project plans and evaluation

• Identifying opportunities for future projects and programmes and supporting the development of business case for inclusion in the organisation’s business plan and/or strategy

Line management
• Line managing, supporting and developing direct report

• Supporting volunteers working in the advocacy team

Other tasks
• Regular travel around the UK, occasionally overnight

• Willing to attend national conference away from home over multiple days
• Any other duties that may be reasonably requested, commensurate with ability and experience

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

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<th>Importance</th>
<th>Criteria</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>E</td>
<td>Experience of translating research findings into written materials for different audiences</td>
<td>Application / Interview</td>
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<tr>
<td>E</td>
<td>Ability to understand scientific literature, and to foster working relationships with senior members of the scientific community</td>
<td>Application / Interview</td>
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<tr>
<td>E</td>
<td>Ability to search, select, analyse and translate academic and social policy research and evidence</td>
<td>Application / Interview</td>
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<tr>
<td>E</td>
<td>Skilled in written and verbal presentation of complex research and evidence for a range of audiences</td>
<td>Application / Interview</td>
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<tr>
<td>E</td>
<td>Proven ability to influence, communicate, facilitate and network</td>
<td>Application / Interview</td>
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<tr>
<td>D</td>
<td>Understanding of the health research environment and research communities</td>
<td>Interview</td>
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<td>D</td>
<td>Knowledge of a range of quantitative and qualitative research methods and their application</td>
<td>Application / Interview</td>
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<td>D</td>
<td>Knowledge and experience of project and programme evaluation</td>
<td>Interview</td>
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<tr>
<td>D</td>
<td>Interest in and empathy with the values of hospice and palliative care</td>
<td>Interview</td>
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<tr>
<td>D</td>
<td>Confidence to act as spokesperson on research</td>
<td>Interview</td>
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<tr>
<td>D</td>
<td>Understanding of good data management and analysis practices</td>
<td>Application / Interview</td>
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## Skills and abilities

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<tr>
<td>E</td>
<td>Ability to work as an effective and flexible member of a small team whilst using initiative</td>
<td>Application / Interview</td>
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<tr>
<td>E</td>
<td>Confident in communicating (verbal and written) and building relationships with a wide range of people at all levels, including senior managers, politicians and officials</td>
<td>Application / Interview</td>
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<tr>
<td>E</td>
<td>Ability to analyse issues, understand different sides of an argument and draw informed conclusions</td>
<td>Application / Interview</td>
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<tr>
<td>E</td>
<td>Ability to demonstrate thoroughness and accuracy in approach, and to work with attention to detail while working to deadlines</td>
<td>Application</td>
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<tr>
<td>E</td>
<td>Excellent organisational and time management skills with the ability to multitask and prioritise a varied workload to ensure deadlines are met</td>
<td>Application / Interview</td>
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<tr>
<td>E</td>
<td>Numerate, and comfortable working with quantitative and qualitative data</td>
<td>Application</td>
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<tr>
<td>E</td>
<td>Ability to maintain and promote our organisational values at all times</td>
<td>Interview</td>
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<tr>
<td>E</td>
<td>Empathy with the aims, objectives and activities of the charity, and ability to mirror our values: collaboration, compassion, inclusive, innovative and knowledgeable.</td>
<td>Application / Interview</td>
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Terms and Conditions

**Contract**  
Permanent

**Salary**  
£38,000 per annum

**Probation period**  
The probation period is six months

**Notice period**  
Two months

**Work Pattern**  
Full time, 35 hours per week

**Pension**  
You will be auto enrolled into our pension scheme which is at 4%. Further contributions can be made to the scheme and Hospice UK will match contributions of up to 7% of your gross salary.

**Life Assurance**  
Is provided upon start date at three times salary, subject to acceptance by our insurers

**Simplyhealth Cash Plan**  
Membership of a cash plan scheme, which provides reimbursement of payments (up to the policy limits) towards everyday healthcare treatments such as dental and optical care is available. This includes a confidential Employee Assistance Programme. All employees will be covered under level three of the scheme

**Cycle to work scheme**  
Loaning of a cycle via a salary sacrifice scheme.

**Season ticket loan**  
An interest free loan is available after the completion of probation.

**Holiday**  
25 days per year, increasing to 27.5 days in the second year and 30 days in the third. In addition to this you will also have the 24 December off each year. The leave year runs from 1 January to 31 December.

An additional 10 days of bonus leave is awarded with five years service. This is taken with 10 days from the normal leave entitlement to allow a full month’s break.

**Location**  
The post holder will be contractually based at Hospice House, Britannia Street, London, WC1X 9JG. This role is eligible for the Hospice UK Hybrid Working Arrangement from the start of employment.

Travel around the UK may be required, with occasional overnight stays.