

## Secondment Opportunity

NIHR TCC has a 5 month secondment opportunity for a Senior Programme Manager responsible for the portfolio of research training undertaken within the NIHR infrastructure. The role of Senior Programme Manager (NIHR Training Portfolio) will work directly with Ann Deehan, NIHR Infrastructure Workforce Senior Manager. The role is based within the NIHR Trainees Coordinating Centre but due to the nature of the role the secondee could remain based at their host organisation with periodic visits to TCC over the course of the secondment. The secondment will be expected to start no later than **27<sup>th</sup> June 2016** until **30th November 2016**. Options of part-time working and job sharing will be considered.

The role has a strong focus on engagement and internal communications and would provide a development opportunity to undertake a more externally facing role and spend time connecting with the NIHR infrastructure. The following projects provide an indication of what is planned for the coming months in this role:

- Organising a meeting for non-medical clinicians who are aspiring/early career researchers
- Assisting with the development of a digital strategy
- Organising a Training Forum meeting
- Engaging with the successful PhD exchange award winners.
- Developing a publicity leaflet for the PhD Exchange scheme
- Development of a mechanism to capture 'good practice' data from infrastructure annual reports
- Developing a training camp for post-doctoral trainees in the infrastructure.
- Developing infographic and other materials to publicise training in the infrastructure
- Active member of team re-developing the infrastructure NIHR web pages
- Engaging with and supporting the NIHR Advocates for academic training in the non-medical professions.

## Application process

Anyone interested in applying for this opportunity should submit a single A4 sheet of paper to Ian Dowling ([ian.dowling@nihr.ac.uk](mailto:ian.dowling@nihr.ac.uk)) outlining their suitability for the role and motivation for applying before the closing date, which is **17:00 Friday 13<sup>th</sup> May 2016**. Interviews will be held in late May / early June in Leeds. If anyone would like to discuss the opportunity before making an application please speak to Ann Deehan ([ann.deehan@nihr.ac.uk](mailto:ann.deehan@nihr.ac.uk)).

The Senior Programme Manager is a NHS band 7 role on the Agenda for Change payscale ([http://www.nhsemployers.org/~media/Employers/Documents/Pay%20and%20reward/AfC%20pay%20bands%20from%201%20April%202016\\_FINAL.pdf](http://www.nhsemployers.org/~media/Employers/Documents/Pay%20and%20reward/AfC%20pay%20bands%20from%201%20April%202016_FINAL.pdf)).