

AGENDA FOR CHANGE: JOB DESCRIPTION

JOB DESCRIPTION

Post title:	Commercial Business Development Manager
Directorate/department:	Research and Development
	Trust Headquarters
Agenda for Change band:	TBC
Accountable to:	Research & Development Manager
Accountable for:	
Main purpose:	<p>The Government is committed to promoting collaborations between the NHS and other funders of R&D in the NHS, for the benefit of the health and wealth of the nation. The NHS is encouraged to support commercially sponsored research which is seen as an opportunity to participate in drug and device development and evaluation, develop links between the NHS and industry sponsors and generate income to re-invest in research, facilities and patient care.</p> <p>Research-active NHS Trusts wanting to maintain and increase involvement in commercial research as part of their clinical research portfolio must ensure that a quality infrastructure to support the work involved in negotiations and trial management is present.</p> <p>Working in the Research & Development (R&D) Department, in the Southampton Clinical Research Institute (SCRI), the individual in this post will work with Industry representatives and relevant members of Trust and Academic staff to generate commercial research business.</p> <p>The post-holder will be expected to:</p> <ul style="list-style-type: none"> - identify opportunities to increase commercial research activity - drive improved performance - ensure a responsive and consistent service to commercial partners - demonstrate a year-on-year increase in commercial research activity and income.
Key working relationships:	<ul style="list-style-type: none"> • R&D Directors • R&D Senior Management Team • R&D Divisional Leads • NIHR Clinical Research Network Wessex • Industry Partners • Research teams and support departments
General duties:	<ol style="list-style-type: none"> 1. Act as the primary contact point for commercial partners. 2. Develop strategic relationships with commercial partners in order to grow the UHS commercial research portfolio 3. Write business cases, tenders and project documents associated with strategic projects. Seek approval by presenting to a range of decision-making forums, including but not limited to R&D Steering Group, Trust Executive Committee and Strategy and Finance Committee. 4. Work with clinicians and clinical academics to identify and develop potential areas of commercial research collaboration. 5. Work with industry representatives to identify potential areas of commercial research and facilitate communication and collaboration with suitable clinicians and researchers at UHS/UoS. 6. Identify barriers to participation in commercial research. Work with clinicians, researchers and support departments to overcome barriers. 7. Prepare and deliver reports on commercial research, including financial and patient status and activity reports as required e.g., for the R&D

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	<p>Steering Group, Trust Management Board, Divisional Boards, Comprehensive Local Research Network (CLRN).</p> <ol style="list-style-type: none"> 8. Maintain an overview of commercial contract research at UHS through active engagement with R&D teams, local investigators, delivery teams and commercial partners. 9. Maintain oversight of any national processes relating to commercial research, implementing plans locally including overcoming barriers and designing local process. 10. Responsible for meeting core training and information needs of UHS-based staff, in a variety of areas related it clinical research. to ensure the delivery of high quality research. This includes but is not limited to, study costing, governance requirements and data protection. 11. Using specialist knowledge, to develop and deliver training and guidance on all aspects of commercial research, including costing and financial management to Trust and Academic researchers and members of support departments
<p>Strategic Leadership and Business Development</p>	<ol style="list-style-type: none"> 12. Working with the R&D senior managers develop, promote and lead on initiatives to streamline commercial study set-up across the Trust. 13. As a senior member of the R&D department, work with colleagues to ensure that all relevant cooperate objectives are achieved, and that good practice is shared in a timely manner. 14. Develop, implement and manage a Trust-wide policy for commercial research, in conjunction with the R&D senior management team, divisional leads, support departments, Principal Investigators, and other stakeholders, with the over-arching aim of increasing commercial activity and income to the Trust and University of Southampton. 15. Develop and deliver a marketing strategy to increase the profile of Trust and University to the commercial sector, increasing commercial research activity and income. Working with the R&D senior managers and CRN Wessex. 16. Liaise and negotiate with stakeholders and the wider health economy. 17. Working with both internal and external stakeholders, contribute to the development of strategic business planning for the delivery of commercial research activity and growth. 18. Working to further support strategic partnerships with industry to support and underpin the Trust vision for research. 19. Identify areas for growth of commercial activity across the Trust and promote with commercial partners. 20. Contribute both locally and at national level towards reviewing and continually improving the service offered to commercial partners. Identify and lead on projects as appropriate. 21. Contribute to R&D strategic plans across the wider R&D infrastructure, including by not limited to the Southampton Centre for Emerging Therapies and Technologies, Biomedical Resource Centre and Clinical Research Facility.
<p>Finance</p>	<ol style="list-style-type: none"> 22. Work with industry representatives to ensure that income due is regularly identified and invoiced for, and to ensure that the Trust is aware of and adheres to relevant VAT regulations. 23. Work with R&D finance team to ensure timely payment of invoices. 24. In conjunction with R&D senior managers work on annual budget setting, forecasting income and oversee financial distribution.

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<p>Duty of care</p>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p>
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	<p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS standards of business conduct and professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection prevention and decontamination of equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child protection/safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
Confidentiality	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Mental Capacity Act 2005	<p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual’s best interest when providing care. This</p>

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	helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	25 May 2022