

## EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

<b>Post Title</b>	Commercial Business Development Manager	<b>Directorate/Department</b>	Research & Development/THQ
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People with disabilities may apply for this post. Please specify in the box below if there are any physical or mental impairments/disabilities which may prevent performance of this post to an acceptable level. (Hiring managers may be asked what arrangements – if any, can be made to overcome disability i.e. provision of equipment or changes to the physical working environment / job tasks.)

### Assessment Method Key

(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)

<b>Interview</b>	These criteria will be assessed during an interview, should you be shortlisted.
<b>Application</b>	These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored.
<b>Presentation</b>	During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.

### Physical requirements of the post

Requirements	Assessment Method	Essential	Desirable
Health and physical abilities sufficient for the post (if necessary with reasonable adjustments with respect to the Equality Act/Disability Discrimination Act).		X	
Qualifications / training required			
Requirements	Assessment Method	Essential	Desirable
Specialist, professional knowledge of clinical research management acquired through a degree or equivalent experience relevant to the role.	Application & Interview	X	
Master level qualification or equivalent experience in related field relevant to the role.	Application & Interview	X	
Evidence of continued professional development	Application & Interview	X	

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within a management role			
Relevant postgraduate qualifications	Application		X
<b>Previous or relevant experience necessary</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Detailed knowledge and understanding of the regulatory and legislative processes and drivers of Commercial Research	Application & Interview	X	
Detailed knowledge and understanding of EU and UK legislation and guidance relating to the conduct of research e.g. Medicines for Human Use (Clinical Trials) Regulation, UK Policy Framework for Health & Social Care Research	Application & Interview	X	
Experience in clinical research and/or clinical research management	Application & Interview	X	
Experience of working for a Contract Commercial Organisation (CRO), Pharma or Medical Device company conducting clinical research.	Application & Interview	X	
Experience of accurately costing clinical research projects for both NHS and commercial	Application & Interview	X	
Experience in the area of project management with highly developed project management skills.	Application & Interview	X	
Experience of writing and implementing policies and procedures, organisational strategies and business cases	Application & Interview	X	
Experience of working in an NHS R&D environment.	Application & Interview		X
Experience of monitoring clinical research in the NHS.	Application & Interview		X
<b>Aptitudes and skills required</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Ability to analyse and interpret complex research management information.	Application & Interview	X	
Excellent communicator, able to communicate with individuals at all levels of seniority both within and	Application & Interview	X	

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outside of the organisation			
Ability to communicate complex information orally and in writing to a range of audiences.	Application & Interview	X	
Highly developed interpersonal and influencing skills	Application & Interview	X	
Ability to manage a complex workload, prioritise and work to tight deadlines.	Application & Interview	X	
Proven analytical, report writing and presentation skills	Application & Interview	X	
Excellent IT skills, particularly in the use of Web applications and MS Office applications.	Application & Interview	X	
Ability to influence change with senior managers and clinicians within the organisation.	Application & Interview	X	
Ability to engage with NHS partners across primary, secondary and community care	Application & Interview		X
Knowledge of the interface between the NIHR and NHS and how this supports commercial contract research	Application & Interview		X
Experience using local and national portfolio management systems	Application & Interview		X
Ability to engage with commercial/CRO/sponsor – and understand their drivers & concerns	Application & Interview	X	
<b>Special requirements of the post</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work under pressure.	Application & Interview	X	
Ability to deal with stressful situations.	Application & Interview	X	
<b>Values and behaviours</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> <li>• Patients First</li> <li>• Always Improving</li> <li>• Working Together</li> </ul>	Application and Interview	X	

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