

JOB DESCRIPTION

Job Title:	Research Design Service NHS Engagement Officer	Present Grade: NHS Band 7 or 8A
Department/College:	NIHR Research Design Service North West, Division of Health Research	
Directly responsible to:	The Director NIHR Research Design Service North West	
Supervisory responsibility for:	n/a	
Other contacts	<p>Primary Teams: Central Co-ordinating Office of the NIHR Research Design Service North West, Director and Associate Directors of the Service</p> <p>Local RDS Advisory Teams</p> <p>NHS Trust Research and Development Management/ Director teams.</p>	
Internal:	Staff within the Central Office of the RDS North West, all RDS NW staff, including the Regional Executive Team	
External:	External enquirers or callers to the service. RDS staff from other RDS across England.	
Major Duties:	<ul style="list-style-type: none"> • Develop engagement strategies with NHS Trust R & D Management/ Directors to promote the RDS North West and the services it can provide, creating a point of contact with each NHS Trust within their relative Clinical Research Network area. • Work with the RDS North West Regional Executive to address the needs of the local NHS Trusts and their research design support needs. • Gain an understanding of the advice pathway to be able to promote the service across the North West region. • Work with the Communications and Information manager to develop communications tools to support this engagement activity contributing ideas for communications channels and material developments. • Work with local RDS service teams Trust Link Advisers in their own engagement activities with NHS Trusts. • Support and promote RDS events to the NHS Trusts and respond to NHS Trusts requests for RDS input into local events/ support programmes. • Work with the other NHS Engagement Officer for the other Clinical Research Network area to develop and share best practice. • Work with other RDS across England on RDS promotional activities and sharing of best practice. 	
Any Other Duties	To undertake any other duties, or training and development, appropriate to the grade of the post, as required by the Regional Director, Deputy Director, Associate Director or his/her delegate.	