

## Job Description



*This job description serves to illustrate the type and scope of what is required for the post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or level of responsibility entailed.*

### Section 1 - Job Details

<b>Job title</b>	Head of Research
<b>Directorate area</b>	Research and External Affairs
<b>Department/Team (if applicable)</b>	Research
<b>Reports to</b>	Director of Research
<b>Direct reports</b>	Senior Research Manager, Senior Research Communications Manager, Research Programme Manager, Patient and Public Involvement Manager
<b>Job Location</b>	Office based in London with flexibility to work remotely
Contracted hours are agreed locally with line managers	

### Section 2 - Job Purpose

To provide leadership, strategic direction and day to day management of the MS Society's research programme and research team, to enable successful delivery of the organisation's Research strategy.

### Section 3 - Key Responsibilities/Accountabilities

	Responsibility and Accountability
1	Regularly review the international MS landscape and identify gaps and opportunities within our Research strategy. Work with the Director of Research and key stakeholders including the Research Strategy Committee to support continued development of the Research Strategy to ensure it remains relevant, impactful and world-leading.
2	Provide strategic leadership and oversight to our Research Awards programme, initiating new partnerships and research commissions to support delivery of the research strategy and supporting the Senior Research Manager to ensure our grant processes follow AMRC best practice and
3	Take lead responsibility for the MS Society's major infrastructure and programme grants, supporting the Research Programme Manager to ensure the governance and operations are appropriate and effective.
4	Support the MS Society's major appeal for research and other fundraising activities, working with the Research Partnerships Manager and colleagues in the Engagement and Income Generation directorate to contribute to a compelling case for support for potential donors. Proactively identify opportunities for income generation for our research programme and support effective donors relations by attending meetings and giving research talks.
5	Maintain oversight of the work of the Research Communications team to communicate developments in MS science to internal and external stakeholders and people affected by MS in a timely and responsible manner. Act as an organisational spokesperson internally, nationally and internationally on matters relating to research.
6	Represent the MS Society with the Progressive MS Alliance and maintain excellent relationships with the national and international MS scientific community, other MS funders and partners. Proactively develop collaborations to raise the profile of MS Society and leverage additional funds to support the Society's research strategy.
7	Responsible for efficient day to day management of the research budget including complex research grant expenditure. Carry out budget planning, monitoring, reforecasting and reporting.
8	Responsible for the leadership, recruitment, development, retention and appraisal of research team staff members in accordance with HR policies and procedures. And for establishing and maintaining a positive team culture.
9	Accountable for the analysis and evaluation of performance information, monitoring and reporting against objectives, outcomes and KPIs, and ensuring swift corrective action is taken in the event of poor performance.
10	Work cross-functionally with other department heads to provide strategic leadership on matters relating to research and contribute to organisational projects and programmes.

### Section 4 – Dimension of the role

Resources	Responsible for the governance and management of MS Society's research portfolio
Staff/Volunteers	5 staff (4.5 FTE) dispersed across the UK
Budget	circa £7 million
Key relationships	Director of Research, Executive Director of Research and External Affairs, Research team staff, MS researchers and academic clinicians, staff at other MS Societies and funding partners
Information security/data governance	Responsibility for undertaking relevant actions and responsibilities according to the role assigned by the MS Society

## Section 5 – Key deliverables

	Measures of success
1	Research funding – new high quality, strategically relevant research funded each year designed to deliver impact for people with MS
2	Community involvement – an increasing number of people with MS and MS researchers are engaging positively with and shaping our research programme, including the development of strategic partnerships where appropriate.
4	EDI – the diversity of our funded researchers, our Research Network and people taking part in our funded clinical studies is increasing to be more reflective of the MS community
5	Research team culture – staff meet their performance objectives and report feeling motivated to work in the research team, with healthy levels of staff turnover

## Section 6 – Competencies and contribution

Competency	Level required (see below)	B	E	A	T
Fosters co-production	4		X		X
Open to change and innovation	4	X		X	
Sound decisions	4		X	X	
Collaborative working	5				X
Effective communication	5			X	X
Outcome focussed	5	X			X
Inclusivity	5				X
Accountability	4	X	X	X	X
Tech savvy	3	X		X	

Level	
5	<b>Strategic</b> – Senior management and/or strategic responsibility requiring wide advanced knowledge of organizational policies, practices and procedures across the organization or detailed theoretical, practical and procedural knowledge of a specialized area. Provides expert knowledge and insight on a range of subjects and/or groups relevant to MS and represents the MS Society externally. Translates vision, strategic aims and direction in clear terms that people can relate to and action. Makes significant and influential decisions and facilitates appropriate resources.
4	<b>Expert/ Recognised authority</b> – Responsible for managing significant resource (people, budget etc) associated with the function/activity. Demonstrates expert knowledge and relevant and appropriate professional leadership and influence. Colleagues consistently perform a task or activity to higher levels having an intuitive grasp of what is required to be delivered, how it impacts across other areas of activity and how it may be improved for the benefits of the MS Society. Colleagues have an in-depth understanding and focus upon building expertise, they are the go-to person and have a reputation for being knowledgeable in this area and are able to apply their existing skills and knowledge to new or emerging challenges.
3	<b>Complex</b> - Roles with or without line management responsibility where they are required to use knowledge gained through experience, professional or technical qualification on complex information or raw data for typically non-routine problems upon which own judgment needs to be applied without further instruction or guidance to work with others to overcome obstacles and deliver outcomes across teams/department.
2	<b>Enhanced</b> - Roles with or without line management responsibility but accountable for casework/ face to face service provision/ internal/external process and or people (including volunteers) e.g. first line managers of people or process. Colleagues have knowledge of requirements of a team/function, contribute to building and maintaining successful internal and external relationships and collaborate to deliver effective outcomes. Colleagues use knowledge and understanding to organise and/or manage work, tasks and processes, can solve routine issues and contribute to the development of new practices and procedures.
1	<b>Foundation</b> – roles make an individual contribution to the MS Society with no process or line management responsibility. Colleagues have a fundamental knowledge and understanding of what is required to carry out the role and how it connects to other roles and activities. Understand what is required to be carried out and has the competence and skills to carry out the activities.

## Section 7 - Learning & Development requirements

(List L&D requirements for role)

<b>Foundation (mandatory)</b>	MS Society Leadership and Management training course
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<b>Additional internal learning/ courses required for role</b>	
<b>Other professional training/qualification required</b>	

## Section 8 - Person specification (knowledge, experience, skills and attributes needed for the Job)

Those that are marked as essential and will be tested at application stage (A) will be used as shortlisting criteria for determining who will be invited to interview.

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>Tested*</b>
Qualified to doctorate (PhD) level in relevant discipline or equivalent experience.	X		A
A successful track record in the funding, management and evaluation of complex, multi-disciplinary research programmes	X		A, I, P
A good understanding of research methodologies and the health research environment	X		A, I, T
Demonstrable experience of building successful partnerships with medical research organisations	X		A, I
A proven track record of success in leading and managing a team of comparable size and complexity, to achieve high quality results to deadlines	X		A, I, P
Experience of working in a senior team to develop and implement business plans and able to demonstrate sound financial and budgetary management	X		A, I, P
Evidence of strategic thinking and being about to develop and implement innovative solutions to complex problems	X		I, T, P
Exceptional interpersonal and communication skills, able to communicate effectively and influence/persuade a wide range of stakeholders	X		I, T, P

\*Tested – A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1's and PDR)

## Section 9 – Additional Information and Requirements

<b>Confidentiality</b>	Ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.
<b>Equality, diversity and inclusion</b>	Ensure all duties are carried out in a manner which promotes the MS Society's equality, diversity and inclusion policies and practices.  As a charity whose primary focus is to support and improve outcomes for disabled people. We expect all colleagues to be curious and innovative in identifying and removing any barriers

	experienced by disabled people whilst working with us. As well as adopting an inclusive approach and embedding EDI principles in their day to day work.
<b>Health &amp; safety</b>	Promote a health and safety culture, observe all health and safety rules and procedures and complete training courses, as required.
<b>Safeguarding</b>	MS Society are committed to recruiting with care and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Background checks and Disclosed Barring Service checks will not be required for this role.
<b>Digital, data and Technology</b>	Competently utilise technology to perform the role including internet-based voice and video calls, Microsoft Office applications, the MS Society intranet, human resource and finance systems, case management system software and other bespoke MS Society software and applications.
<b>Unusual specific physical/mental demands associated with the role</b>	None
<b>Travel requirements</b>	Travel to London office or external meetings around once or twice a week. Occasional international travel for meetings and conferences (1-2 times a year)
<b>Unsocial hours</b>	Occasional evening events or overnight stays required (around 3-4 times a year)

**Last updated December 2024**