



University
of Exeter



Royal Devon
University Healthcare
NHS Foundation Trust

THE POST

Faculty:	Health and Life Sciences:
Post:	Head of Joint Partnership Office
Reference No:	1896
Grade:	H
Reporting To:	HLS Director of Faculty Operations, University of Exeter RDUH Director of R&D, Royal Devon University Hospital Trust with matrix management to other relevant UoE and RDUH services

Job Description

Context

The Royal Devon University Hospital Trust and the University of Exeter have a long-standing and successful partnership encompassing research, education and innovation. Both organisations are of significant scale and excellence. This post will develop an ambitious strategy and implementation plan, to build on and catalyse the power and benefit of our joint working. Particular focus will be around the evolution of a Joint Office and joint models of working, to scale and accelerate our translational and applied health research, partnerships with commercial and non-commercial organisations for patient benefit, and responding to the NHS Workforce Plan.

The University of Exeter

We are a member of the prestigious Russell Group of research-intensive universities and in the top 200 universities in the world (Times Higher Education World University Rankings 2024 and QS World University Ranking 2024). We combine world-class teaching with world-class research, achieving a Gold rating in the Teaching Excellence Framework Award 2023, underpinned by Gold ratings for Student Experience and Student Outcomes.

Our world-leading research impact has grown more than any other Russell Group university in recent years, and we are home to some of the world's most influential researchers, seeking to answer some of the most fundamental issues facing humankind today.

We encourage proactive engagement with industry, business and community partners to enhance the impact of research and education and improve the employability of our students. Our world leading research encompasses a journey from Discovery to Translation to Impact and making key breakthroughs to transform human health and wellbeing. Read about some of our World Leading research [here](#).

The Royal Devon University Healthcare NHS Foundation Trust

The Royal Devon University Healthcare NHS Foundation Trust was established in April 2022, bringing together the expertise of both the Royal Devon and Exeter NHS Foundation Trust and Northern Devon Healthcare NHS Trust. We are renowned for our research, innovation, and our ambition is to be a leading, digitally-enabled teaching and research Trust.

Stretching across Northern, Eastern and Mid Devon, we have a workforce of over 16,000 staff, making us the largest employer in Devon. We provide core services to more than 615,000 people. Some of our specialist services cover the whole of the peninsula, extending as far as Cornwall and the Isles of Scilly.

We deliver a wide range of emergency, specialist and general medical services through our two acute hospitals. As well as providing integrated health and social care services in a variety of settings, including community inpatient hospitals, outpatient clinics, and within people's homes. We also offer primary care services, a range of specialist community services, and Sexual Assault Referral Centres.

Our values are at the heart of everything we do, [click here](#) to find out more.

It has never been a more exciting time to join the Royal Devon NHS Royal Devon University Healthcare: <https://royaldevon.nhs.uk/about-us>

Find out more about the various partnerships that exist between the University and RDUH:

NIHR Biomedical Research Centres - website: <https://www.nihr.ac.uk/explore-nihr/support/experimental-medicine.htm#one>

Exeter Clinical Research Facility: [Exeter Clinical Research Facility // Home](#)

HealthTech Research Centre: [HealthTech Research Centres - support for industry | NIHR](#)

NIHR Research Delivery Network - <https://rdn.nihr.ac.uk/region/south-west-peninsula>

Peninsula Applied Research Centre (PenARC) <https://arc-swp.nihr.ac.uk/>

Job Summary

The Head of Partnership will undertake a set of important initiatives to help us build on our long-standing and already successful partnership at a critical point in its development. The role will help us ensure that our governance structure facilitates and enables the delivery of our shared goals.

This will include a focussed review of existing governance and operational structures that span both organisations, building on a recent overarching review of the partnership. Overall the goal is to agree the key objectives, deliverables and KPIs for the joint office and to determine the future working arrangements and underpinning governance structures, including the nature of leadership required. Ultimately this will enhance the impact and efficiency of the partnership by streamlining systems and processes, removing blockers, and addressing any siloed working that is identified. You will facilitate the shared agreement of a fast-track process for resolving problems quickly and determine efficiencies that can be gained through different working models.

Main Responsibilities

Working closely with the senior leadership teams:

1. Agree the key objectives, deliverables and KPIs for the joint office.
2. To act as lead for establishing and implementing the identified strategy and sub-strategies, ensuring that these strategies are aligned with other NHS, University and NIHR strategic objectives.
3. Identify opportunities and create action plans where needed based on information gathered as part of the overall review of current governance and operations.
4. Create a programme of work, including project plans and execute to capitalise on identified areas of opportunity.

Leadership and Partnership Working

To create and maintain strong professional relationships within the UoE and the RDUH to ensure collaborative working and a strong interface with R&D management structures within both institutions.

To enhance the developing UoE/NHS Royal Devon partnership by fostering positive collaborations and enabling joint activities such as those within UoE/NHS Royal Devon Joint Research Office and between other parts of the NIHR Infrastructure

To work closely and in alignment with other parts of the local NIHR Infrastructure, including the local [Research Delivery Network](#), [Clinical Research Facility](#), [Biomedical Research Centre](#), [Applied Research Collaboration](#) and new [HealthTech Research Centres](#), and ensure that these investments drive improvement across the SW Peninsula.

Internal Leadership

Responsible for planning and chairing meetings to provide updates to leadership on a routine basis.

Work with the Pro-Vice-Chancellor and Executive Dean, Faculty of Health and Life Science, RDUH R&D Director and other senior managers to ensure the strategy and management processes are aligned with the RDUH and UoE objectives.

Key Relationships

Research & Development Office (RDUH)
Research Services (UoE)
NIHR Exeter Biomedical Research Centre
Joint Research Office
Exeter Innovation (UoE)

Problem Solving & Decision Making

Provide leadership, advice and support to all levels of management and staff at the RDUH and UoE.

Implementation of strategy, sub strategies and operational plan including their development

To lead on driving organisational efficiencies and improved effectiveness alongside other senior managers within UoE, NHS Royal Devon and other partner NHS organisations, as well as in conjunction with other health service agencies across the South West.

Use collaboration to resolve problems or difficulties arising in relation to partnership interaction and relationships.

To act as lead for ensuring the programme of change delivers against stakeholder expectations in a rapidly changing environment –overcoming organisational and individual challenges for the overall benefit of the collaboration

Governance and Compliance

Lead on the development and regular review of the structure and governance arrangements for the joint working of the UoE and the RDUH, ensuring effective accountability and appropriate subsidiarity.

Responsible for Project Management of the identified work programme.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post holder may be required to undertake other duties of similar level and responsibility.

Person Specification:

In their application, applicants must be able to demonstrate, through examples, that they meet the essential criteria for this role.

Area	Essential	Desirable
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Attainments and qualifications	Educated to degree level or holding significant graduate level employment experience	- Higher level e.g. Masters or PhD in related field - Relevant professional qualification
Prior experience	- Relevant experience in an HE and research-intensive environment - Working within NHS R&D or similar field - Experience in large transformational project management - Proven leadership experience and ability. This should include outstanding interpersonal skills including the ability to act with tact and discretion, to inspire confidence, to manage conflicting agendas, and to motivate staff and cooperate with colleagues in a team spirit, as well as the demonstrable ability to lead by example - Experience of providing reports and management information. Able to undertake data analysis - Significant experience of the development of business plans and managing budgets and contracts - Experience of achieving a continuous improvement culture - Experience of designing processes, systems and services to meet a diverse range of needs	- Management of collaborative, multi-organisation activities - Experience of delivering services in a commercial or business environment - Previous experience of working in a Joint Research or Partnership Office across similar organisations - Experience of supporting commercially funded clinical trials delivered through a University/ NHS Trust partnership
Skills and understanding	- Knowledge and understanding of Higher Education and NHS legislation - Understanding of issues involved in a research environment in Higher Education and/or NHS - Strong intellectual capacity and reasoning - Excellent analytical skills, demonstrable agility and flexibility of thought, and the ability to approach complex scenarios with a logical and structured response - Strong diplomatic skills and good judgement, with the ability to influence and manage multiple stakeholder groups, holding members to account for progress and delivery	

Commented [ES1]: Should one of these (NHS, eg) be desirable rather than essential? I'm concerned about finding an individual with both.

Commented [ES2]: See above.

	• Ability to be innovative and to challenge constructively the status quo to achieve improvement • Experience of developing external relationships and delivering exceptional service to stakeholders and customers • Well developed communication, presentation and negotiating skills. • Able to take a creative approach to problem solving and responding effectively to change • Able to deliver to deadlines and to take responsibility and ownership of projects • Able to work independently, using own initiative and discretion • Excellent IT skills-expert in using Microsoft Office suite of software • Commitment to EDI- to value contributions from all and to promote an inclusive approach • Commitment to personal development and learning	
Other		Appreciation of different models of Joint Office working across NHS/HE.

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting [Emily](#) Simpson, Executive and Specialist Recruitment Lead emily.simpson21@nhs.net or 07958 931414 in the first instance.

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.