

Executive Director of Research & Impact



Job Welcome from the Chief Executive



Dear Applicant

We are delighted you have expressed an interest in the Epilepsy Research Institute and with specific regard to the role of Executive Director of Research & Impact. We are looking for an outstanding leader, with a proven track record in the research arena to join our team and support us in further developing our research programme. The postholder will be responsible for strengthening our networks and processes to expand the size, reach and impact of our Research Function.

Our mission is to radically advance research into the causes, prevention and treatment of epilepsy and associated conditions. To do this we are strengthening the epilepsy research ecosystem by driving strategic investment and developing strong partnerships and collaborations across all the relevant stakeholders. Central to everything we do is a culture of advocating and actioning research priorities.

The successful candidate will be an exceptional professional with previous experience of successfully leading research programmes and have a good working knowledge of relevant practice and legislation to drive best practice. They will also need to be a team player to enable them to work cohesively with the CEO, Chief Scientific Officer, and other members of the Senior Management Team to ensure a cohesive and joined up approach to all our work.

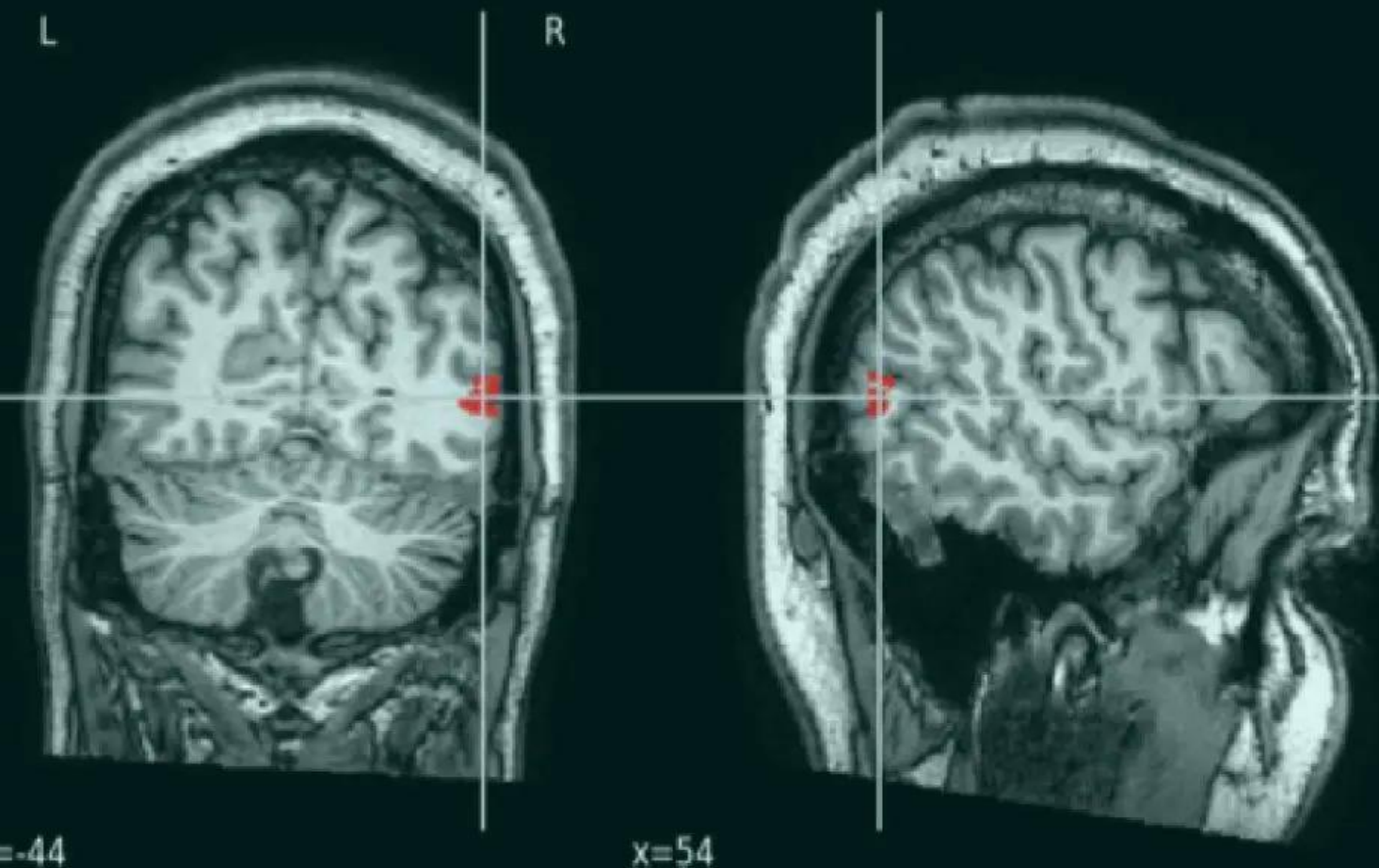
Reporting directly to the CEO, you would be part of the senior management team alongside the other directors and attend the Trustee Board meeting. Therefore, we are interested to hear from candidates with experience commensurate with this type of position. If you believe you have the skills, experience, and qualities we are seeking then we look forward to receiving your application.

Rosemarie Pardington
Chief Executive Officer

Headlines

Title:	Executive Director of Research & Impact
Salary:	Circa £70-75k per annum (dependent on experience)
Location:	London/Hybrid
Reporting to:	Chief Executive Officer
Website:	https://epilepsy-institute.org.uk/

Small subtle epilepsy-causing structural abnormality detected using



Background

The Epilepsy Research Institute serves as the central hub for the epilepsy research community. Our mission is to radically advance research into the causes, prevention and treatment of epilepsy and associated conditions. The Institute aims to strengthen the epilepsy research ecosystem by driving strategic investment and developing partnerships and collaborations between academia, the NHS, industry, funders, patient groups and people affected by epilepsy. Central to everything we do is a culture of advocating and actioning research priorities.

Underpinning our strategy are six themed research programmes, with a task force group led by leading UK scientists and clinicians. These research themes are driving a programme to secure large -scale research investment which will feed into an overall roadmap for research into epilepsy.

The Institute is building an ecosystem that will attract the best researchers, foster an ambitious and inclusive culture of collaboration and enable research into epilepsy to flourish.



Job Purpose

The Executive Director of Research & Impact (EDRI) will bring strong research knowledge to the Institute to successfully deliver all aspects of our research programme. Working closely with the Chief Executive and Chief Scientific Officers, the postholder will provide strong leadership to further develop the research programme and the growth of the Institute's investment in epilepsy research, through the implementation of the Institute's Strategic Roadmap.

Supporting the overarching work of the Institute, the postholder will also develop and implement an operational research strategy for the internal day to day research programme(s).

Providing strong leadership to the Research team you will develop and maintain a robust research function for the Institute, that will facilitate the safe and effective delivery of our research targets and objectives across all areas of the Research & Impact directorate. This includes ensuring processes meet the requirements of the relevant regulations, legislation and guidelines that inform best practice in research.

The postholder will be member of the Senior Management team and attend Trustee Board Meetings.



Key Responsibilities

- Responsible for the development, governance and management of the Research and Impact functions across the Institute.
- To enhance our Research & Impact capacity, providing support and advice to the Chief Executive, Chief Scientific Officer, and Trustee Board, as necessary, on all pertinent aspects of Research and Impact.
- To build the necessary internal and external partnerships to deliver a successful Research & Impact function that aligns to the Institute's objectives, aspirations and agreed strategies.
- To line manage the Institutes operational Research team, providing supervision, support and opportunities for professional development as appropriate to their individual role(s).
- To develop and deliver a research and impact operational strategy for the directorate, including financial and cost recovery planning, proactive engagement in horizon scanning and seeking out research funding opportunities/initiatives.
- To recommend and implement realistic but challenging Impact targets, measurements and timescales for our research programme and ensure these are included on the Institutes Master Operational Plan.
- Responsible for the effective management of the Research & Impact budget, including allocation of resources and monitoring of expenditure.
- Responsible for ensuring financial and research probity in all the research projects conducted under and/or in partnership with the Institute.



Key Responsibilities Cont.

- To demonstrate thought leadership in areas relevant to research and be able to identify emerging/key trends, whilst helping to shape the Institutes response.
- To work closely with the CEO, and CSO to cultivate and maintain relationships with key personnel, leading clinician, researchers, industry partners and other senior stakeholders as appropriate.
- To maintain strong links with key personnel including the Chair of the Scientific Advisory Committee and Theme Leads, ensuring effective communication and collegiate working.
- Work with the CEO and CSO to jointly ensure the development of appropriate partnerships, and promotion of the Institutes Research and Impact interests, with national and international research networks as appropriate.
- To maximise research income from external funding sources, ensuring the Institute identifies, benefits, and innovates in partnership opportunities with external partners from Industry, academia and/or other private partners to expediate our research ambitions.
- Working with the Director of External Affairs, ensure the effective dissemination of research findings to relevant partners and stakeholders to maximise its impact.
- To support the promotion of the researchers affiliated to the Institute and our own Research Team in terms of internal and external recognition opportunities, awards and/or other esteem indicators.



Key Responsibilities Cont.

- To work closely with all the other Directors and their teams to ensure a consistent understanding of our Research & Impact work and its alignment with the Institutes strategic plans and objectives.
- To produce comprehensive and compelling research funding proposals suitable for presentation to strategic funders as necessary.
- To produce an annual report detailing all aspects of the Institutes research activity, income and impact, along with other regular and ad hoc reports as required by the CEO.
- To represent the Institute at conferences, meetings, workshops and other public/private functions as required.
- To keep abreast of all relevant data and trends in Epilepsy Research and the wider research arena as pertinent to the Institutes work.
- To work collaboratively as a member of the Senior Management team, and their teams, in developing and implementing the overall strategy for the Institute.
- To always maintain a strict code of confidentiality in relation to your work.
- To comply with all aspects of Health & Safety responsibilities.
- To undertake any other duties as reasonably requested as part of your role.

This job description is not intended to be an exhaustive list of duties and responsibilities and will be reviewed and updated as the needs of the Institute evolve.



Person Specification

	Essential (E) or Desirable (D)
Qualifications: <ul style="list-style-type: none"> • PhD or equivalent in relevant discipline • Membership of relevant professional bodies 	 E D
Experience: <ul style="list-style-type: none"> • Proven track record of developing and executing successful Research programmes and strategy • Minimum of 5 years' experience at senior level in relevant areas (e.g. Medical Research, University, Pharmaceutical, or other science/health focus etc) • Previously worked with clinical research teams • Strong knowledge and understanding of research processes • Evidence of strong networking with research and science community • Proven track record of securing funds/investment into research • Previous experience of managing a team(s) 	 E E E E E E E
Skills and Knowledge: <ul style="list-style-type: none"> • Strong interpersonal skills to influence, build and maintain relationships with diverse stakeholders • Ability to articulate a research vision & strategy • Excellent written and oral communication, including the production of reports • Ability to analysis and interpret Research Data • Strong knowledge of research processes, and all relevant legislative guidance • Ability to think strategically and develop innovation solutions • Ability to interpret metrics to measure effectiveness of strategies • Knowledge of the epilepsies and epilepsy research 	 E E E D E E E E D
Personal Competencies: <ul style="list-style-type: none"> • Strong Leader & Effective team player with the ability to inspire a team • Self-motivated, with ability to work independently • Ability to meet tight deadlines and work under pressure • Ability to maintain confidentiality and handle sensitive information with integrity 	 E E E E



Next Steps

Ellwood Atfield recruits for organisations that are seeking to influence their external environments and specialises across the private, not-for-profit, and public sectors, covering all sectors from charities and patient organisations through to health, life sciences, education, energy, transport, financial services, and FMCG.

We are specialist headhunters recruiting within research, policy, regulatory affairs, communications, public affairs, corporate affairs, and sustainability.

Please apply for this role by submitting your CV and supporting statement by 23 August at 12:00.

Please contact Joshua Gray for an initial discussion.



Joshua started his career in Westminster, working at CCHQ and later as a Senior Researcher and Advisor to a government minister. He subsequently worked in the corporate/public affairs team at the Association of the British Pharmaceutical Industry (ABPI), supporting the trade body's external and stakeholder engagement and leading the ABPI's Patient Organisation Forum. Joshua has a strong knowledge of Westminster procedure and the wider life sciences ecosystem. He holds an MSc from the London School of Economics (LSE).

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Epilepsy Research Institute UK Executive Director of Research & Impact



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