

**PERSON SPECIFICATION: ACADEMIC CAREER DEVELOPMENT LEAD  
REPORTING TO: DEPUTY DIRECTOR ARC EAST OF ENGLAND**

**Background**

The NIHR Applied Research Collaboration for the East of England (NIHR ARC EoE) is a collaboration between the Cambridgeshire and Peterborough NHS Foundation Trust (the Host Trust), and the Universities of Hertfordshire, East Anglia, Cambridge, Essex and Anglia Ruskin, in partnership with other health and care organisations throughout the region. ARC EoE is funded until the 31st March 2026.

ARC East of England (EoE) works locally and regionally on nationally and internationally important questions in health and care, to create a vibrant, inclusive infrastructure for applied health and care research, implementing evidence to benefit individuals, communities, services, and policy development. We develop community-driven research and embed public and community involvement, engagement, and participation in all our work; engaging and involving under-represented communities to develop community-led approaches to address gaps in evidence and understanding in relation to health and care.

**What this role entails**

The Academic Career Development (ACD) Lead will provide strategic leadership for the ARC EoE's Research Capacity Development (RCD) workstream, supporting the development of a thriving regional workforce in applied health and care research. As ACD Lead, you will represent ARC EoE at national NIHR forums, foster partnerships with stakeholders, develop and lead research capacity building funding applications, and oversee the delivery of several key capacity building programmes. You will also contribute to shaping the regional strategy and provide mentorship and support for early- and mid-career researchers across the ARC EoE.

The role-holder will work with ARC EoE's Team Strategy and Operations Group (TSOG) (comprising Director, Deputy Director, six research theme leads; Academic Knowledge Mobilisation Lead, Implementation Lead, Public, Involvement and Engagement Lead, and operational core team members). The ACD lead will manage the ACD team, which comprises an ARC Fellows Coordinator, the Social Care Research Development Programme (ASCENT) Coordinator, and a part-time administrator.

**Key responsibilities:**

**Leadership**

- Contribute strategic leadership to ARC-EoE as part of the TSOG.
- Lead, implement, and evolve the ARC EoE RCD strategy in alignment with national priorities.
- Contribute to the NIHR Academic Career Development Forum comprising all NIHR ACD Leads.
- Oversee the budget and resource allocation for the RCD workstream, including line management of programme staff.
- Offer accessible guidance and mentorship to NIHR Academy members regarding academic development and NIHR opportunities.

- Monitor and evaluate the RCD strategy to ensure continued impact and alignment with objectives.
- Establish and maintain strong and effective working relationships with partner organisations and other NIHR research infrastructure in EoE and with other ARCs.
- Promote equality, diversity and Inclusion in ARC-EoE capacity-building activity

### **Programme Oversight**

Provide strategic direction and operational oversight for:

- ARC Fellowship Programme: a 12-month development programme for health, care, and voluntary sector professionals in the East of England.
- Social Care Research Development Programme (ASCENT): supporting capacity building in adult and children's social care research.
- Dementia Postdoctoral Research Support: advancing early career research focused on improving dementia care and services.
- Early Career Researcher Development: supporting researchers in building impactful applied research careers regionally and nationally.
- Oversight of any new programmes that fall under the ARC ACD programme.

### **Governance and reporting**

- Support the timely collection and reporting of information on NIHR Academy members, initiatives and objectives to NIHR.
- Report on progress within the ARC-EoE governance structures.

### **Essential requirements:**

- A post with University of Cambridge, University of East Anglia, University of Hertfordshire, University of Essex or Anglia Ruskin University is required due to contractual arrangements.
- A PhD in health sciences, social sciences, health or care research, science communication, healthcare policy, psychology, management or a related discipline.
- Proven track record of providing strategic input and leading capacity building initiatives in a health, care and/or academic setting and contributing to funding applications.
- Proven experience in successfully delivering programmes across complex, multi-organisational environments.
- Experience of budget and resource management and oversight.
- Supervision of at least one Postgraduate Research Degree student to completion of their studies as the main supervisor and experience in supporting the career development of early-career and mid-career researchers working in a university setting.
- Understand research careers, both clinical and non-clinical, ideally demonstrating a good understanding of the NIHR Academy RCD agenda.
- Evidence of highly developed communication and interpersonal skills plus experience of working collaboratively with a range of stakeholders, and the ability to build and maintain these relationships.
- Good working knowledge of the NIHR research infrastructure and initiatives.

### **Time commitment**

The role requires an average commitment of 0.25wte, including attendance at monthly TSOG meetings. It will primarily be based at the postholder's current employing university, with occasional travel required to various sites across the East of England.

The role will be funded by ARC East of England via the employing organisation and administered by the host organisation, Cambridgeshire and Peterborough Foundation NHS Trust. This will be a fixed term role available until 31 March 2026 (aligned with the ARC EoE funding cycle). An application for a further period of funding is currently under consideration by NIHR therefore an extension to funding for this role would be negotiated when the outcome is known.

### **Expressions of interest**

Please send a CV and letter of application to Emma Dickerson, Business and Operations Manager, NIHR ARC East of England via email by [Emma.Dickerson@cpft.nhs.uk](mailto:Emma.Dickerson@cpft.nhs.uk).

Please ensure your letter of application outlines how your skills and experience meet the requirements of this role by **22nd April 2025**.

Interviews will be held virtually via Microsoft Teams on the **8<sup>th</sup> May 2025**.

Informal enquiries are encouraged, please contact Emma Dickerson [Emma.Dickerson@cpft.nhs.uk](mailto:Emma.Dickerson@cpft.nhs.uk) to arrange.