



**Health Research
Authority**



Deputy Director of Finance

Candidate Information Pack | September 2021

●●●● Interim & Permanent Recruitment

AllenLane

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Welcome

Thank you so much for showing an interest in this important role at the HRA.

The Health Research Authority protects and promotes the interests of patients and the public in all aspects of health and social care research. We aim, with partners, to make the UK a great place to do research, to build confidence and participation and so improve the nation's health.

We're looking for a Deputy Director of Finance at a crucial time for the HRA, as we work, in collaboration with partners, to deliver the government's vision for the future of clinical research. The HRA has ambitious plans to build on our contribution during the pandemic, enabling pioneering, coherent research at pace. DHSC have confirmed additional investment for the HRA to 2027 to enable transformation of our digital systems supporting the research sector. Key to our successful delivery will be timely, accurate and meaningful financial information to inform decision making and help ensure HRA invests our scarce resources to achieve maximum impact for the public purse.

More than 6,000 research studies a year already come through the HRA. Building on our successful COVID-19 fast-track process, we're challenging norms to operate with greater speed, efficiency and clarity to enable international collaboration and maximise vital public health outcomes; generating better diagnoses, testing new treatments and helping to prevent and manage the spread of disease.

At the same time, our evolution as an organisation must continue. The world in which we operate is changing rapidly. As a regulator that touches every part of the healthcare research system, we need to be agile, proportionate and pro-active to meet researcher needs so that patients can benefit from their work as quickly as possible.

As our Deputy Director of Finance, you'll be a trusted partner to our Executive Team and Board providing high quality financial management support and business insight. You'll also work with the Director of Finance to develop and implement the HRA's financial strategy, enabling targeted investment in our transformation programme whilst protecting our core service delivery. You'll lead the finance function, providing high-quality, dynamic financial information as well as ensuring a strong financial system of control is in place

About us

The Health Research Authority

The HRA is a Non-Departmental Public Body of the Department of Health and Social Care. Our vision is for high-quality health and social care research that improves people's health and wellbeing, and our core purpose is to protect and promote the interests of patients and the public in health and social care research.

We do this by

- Making sure that research is ethically reviewed and approved
- Promoting transparency and public involvement in research
- Overseeing a range of committees and services
- Working collaboratively, system wide to improve researcher experience, innovating and streamlining services, and
- Providing independent recommendations on the processing of identifiable patient information where it is not always practical to obtain consent, for research and non-research projects.

Our ambition is to make the UK a great place to do research, where more money invested in research goes into carrying out relevant, good quality research.

This is both an exciting and a challenging time for health and social care research in the UK. With strong Government support for the life sciences sector, research is playing an increasingly important role in the nation's health and wellbeing and in our economy.

We want to ensure that the UK boosts its reputation as one of the best places in the world for science and innovation. The HRA is the body which co-ordinates across the UK ethical review of all health and social care research studies involving people and their data.

Patients and the public are at the heart of what we do as an organisation. They play a central role on our Research Ethics Committees, Confidentiality Advice Group and National Research and Ethics Advisors' Panel as valued members of our 1000- strong volunteer network. They also influence and review our policies, services and our recruitment to senior roles.

About the HRA

To achieve our vision, we have three strategic objectives:

- Enable high-quality research which is in the interests of participants and carried out with patient and public involvement and high standards of transparency
- Provide a user-friendly and efficient service which facilitates a strong research environment
- Be a knowledgeable, well-run organisation that's true to its values

Our purpose is to ensure that research involving NHS patients and members of the public is approved through a proportionate and robust system, that they are provided with the information they need to help them decide whether they wish to take part and that their opportunity to do so is maximised by simplifying the processes by which high quality research is assessed. We have already delivered significant improvements by centralising and simplifying the approval of research in the NHS in England and are undertaking a range of significant programmes to deliver further improvements.

To achieve our purpose, we work with all relevant partners to help create an environment where:

- greater numbers of patients and the public can and do take part in health research, and continue to feel safe when they do;
- applying to do research is simpler, and getting a decision is quicker;
- researchers find it easier to do high-quality, ethical research;
- the NHS appreciates how health research benefits patients and staff;
- industry sees the UK as a great place to do health research;
- more money from charities and other research funders goes into carrying out research, and less into getting through unnecessary hoops before it starts;
- clinical trials are registered and research results get published.

What we do

No research on patients in England can take place without us. We review around 6,000 new research studies each year, ranging from observational studies in care settings, tissue banks and research databases, to large, multi-centre clinical trials of new medicines and advanced therapeutics. We also review around 18,000 amendments to research studies each year.

We promote good practice in health and social care research, focusing on openness and transparency about research studies and the involvement of patients and the public in research design, management and communication.

We also manage the national health and social care research technology platform, IRAS, on behalf of partners across the UK. IRAS enables researchers to apply for research approvals from several different regulators and review bodies and provides a system for review by our committees and reviewers.

Our Structure

The Chief Executive reports to the Chair of the Board and manages Executive Committee.

Our Board is made up of the Chair, four non-executive directors, the Chief Executive and two of the directors. Find out more about our Board on our website.



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Role Summary

Deputy Director of Finance
£65,663 - £75,873 per annum

(High cost area supplements apply, [view here](#))

Directorate:	Finance, Governance and Commercial, Health Research Authority	
Pay band:	Band 8c	
Location:	Any HRA office / home worker	
Reports to:	Deputy Chief Executive and Director of Finance	
Manages:	Senior Finance Manager Senior Finance Business Partner Finance Business Partner (Programmes) Responsible for managing the work of others within defined projects	
Member of:	Executive committee Portfolio delivery group Finance and administration support management team Programme Boards (as required)	
Liases with: (Communicating, negotiating, influencing & supporting)	Internal Chief Executive HRA Chair & Non-Executive Directors Executive Committee SMG members Staff Research Ethics Committee chairs & committee members (1,000)	External Department of Health & Social Care ALB Finance colleagues Devolved administrations Contractor services Shared services Suppliers Service users

Overview

This is a senior management role within the HRA's Finance, Governance and Commercial Directorate, with delegated authority for deputising for the Director of Finance.

The post holder will primarily be responsible for the provision of strategic financial planning, financial accounting, business partnering services, business intelligence and business case development support for the HRA. The post holder will be expected to work autonomously with remote professional support.

Formulating long-term complex strategic plans, involving uncertainty, for the whole HRA, they will work closely with the Director of Finance and Executive Committee to develop the HRA's financial strategy

meeting the needs of the HRA's target operating model, future service requirements and other strategic priorities.

The post holder will lead the annual budget setting process ensuring that the annual financial plans meet the needs of the organisational strategy, annual business plan and financial strategy.

They will work closely with Executive Committee members to advise and influence on financial implications of proposals, projects and organisational developments which shape the strategic direction of HRA. This includes devising and leading on service costing reviews and taking project manager roles on organisation-wide corporate projects.

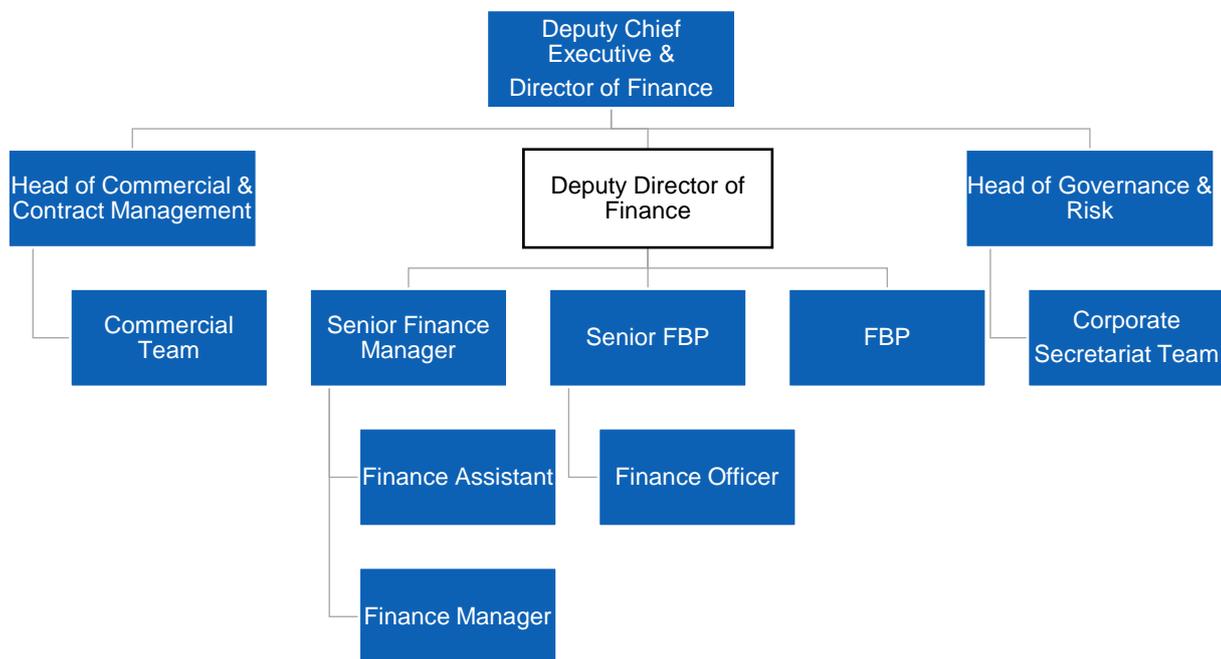
The role provides professional support, knowledge and expert advice to the Director of Finance, Executive Committee and HRA Board on specialist issues including examples of uncertainty and complex options appraisals.

The role is also responsible for providing information to enable the completion of the annual statutory accounts and returns to agreed timescales and legal requirements for the HRA and the Department of Health and Social Care

They will also be responsible for developing, delivering and maintaining a comprehensive system of financial learning and development for non-financial managers and budget holders throughout the HRA.

The post holder has line manager responsibilities and is responsible for Finance team staff development.

Team Structure



→ [Please view the full Job description and Person specification here.](#)

Benefits of working at the HRA

- Generous pension scheme
- 27 days leave, increasing with length of service plus 8 bank holidays
- Access to a wide range of education and development opportunities
- Access to free eye tests
- 2 days paid leave per year to do voluntary work
- Up to 52 weeks Maternity Leave
- Flexible Working Policies
- Discounts on high street and online products and services
- Opportunity to buy and sell additional annual leave
- 2 weeks full pay maternity support leave
- Interest Free Season ticket loans
- NHS Car Lease Scheme
- Work/life balance policies
- Cycle to work scheme
- Active Diversity and Inclusion Networks
- Interest Free Study Loans

Apply today

Application

To apply please send your CV and supporting statement articulating to HRA@allenlane.co.uk before midnight on **Friday 15th October**. Please be clear as why you feel your experience is relevant to the role and why this opportunity at HRA appeals to you.

If you are successfully shortlisted, panel interviews will take place on **Friday 5th November**.

Early applications are strongly encouraged and if you would like to find out more information before applying please contact Adrian Watts at Allen Lane on 07816 290 865 or adrianwatts@allenlane.co.uk

Contact

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