



## Job Description

<b>POST:</b>	<b>Surgical Research Advisor</b>
<b>DEPARTMENT:</b>	<b>Research</b>
<b>RESPONSIBLE TO:</b>	<b>Director of Research and Quality Improvement</b>
<b>COLLABORATORS:</b>	<b>Director of Research and Quality Improvement Head of Research Operations Fellowship Programme Manager Fundraising Manager, Partnerships and Impact</b>
<b>RENUMERATION:</b>	<b>The post-holder's employers can be recompensed for 1 PA*</b>

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**The Royal College of Surgeons of England is inviting applications to provide surgical research advice and support to the research team who manage the one year research fellowship, and wider grants and awards programmes.**

### **Background**

The research department is responsible for managing the RCS Research Fellowship scheme, Pump Priming grants, and a range of other research awards to support affiliates, members and fellows whose research goal is to improve patient care.

Across the last 33 years the RCS, through the Research Fellowship Scheme, has committed more than £50 million to support over 900 individual trainee surgeons working in university departments and hospitals throughout the UK and abroad.

### **The role of Surgical Research Advisor**

The aim of the role is to provide surgical research support and advice to the staff in the research department, particularly in clinical matters.

The Research Advisor's primary function will be to oversee the smooth running of the rigorous peer review process for our fellowships and grants. We have built up an extensive directory of surgeons and scientists who generously give their time to assess applications, enabling us to ensure we support the best applications and maintain the high standard of the awards. The post-holder will identify and assign appropriate assessors for peer review, engaging with academic departments and institutions across the surgical profession to gain a knowledge of the most appropriate surgeons and scientists to assess the multifarious awards made by the research department.

The successful candidate will also work with funding partners and specialty associations and more widely support the fundraising efforts of the department by working with the Philanthropy team to liaise with current funders and engage with new prospective donors.

It is expected that the Advisor will spend on average\* 4 PAs per month assigning appropriate assessors for peer review, representing the Research department on interview panels, attending appropriate committee meetings, meeting donors and potential new donors, working flexibly to meet the needs of the department around their other commitments.

*\* This time allocation may not be consistent throughout the year as some months will require more input than others, so a degree of flexibility is needed.*

The postholder will report regularly to Director of Research and Quality Improvement and with them provide twice yearly formal reports to the Research Committee on progress and awards made.

## **Responsibilities**

### **Fellowship, awards and lectureship application process**

- Assign appropriate assessors for the peer review processes throughout the year for the awards within the research portfolio including:
  - research fellowships
  - pump priming grants
  - Fulbright scholarship
  - Intercalated awards
  - Electives
  - Travel awards
  - Cutlers' awards
- Provide oral feedback to the unsuccessful research fellowship applicants.
- Assist with the shortlisting processes and participate in interview panels and viva day.
- Represent the research department on interview panels.

### **Fundraising**

- Support the Philanthropy team and other partners to ensure future activity of the research portfolio is fully supported going forward.
- Maintain relationships with existing funders and be proactive in developing new, sustainable partnerships.

### **Other**

- Assist with the compilation of the research report and wider public information about research grants and awards and their impact
- Advise on ad hoc technical queries from applicants related to the diverse portfolio of awards.
- Work closely with stakeholders and RCS departments to maximise exposure of its clinical research outputs and promote the work of the research department.
- Liaise regularly with the Chair of the Research Committee and the Surgical Trials Advisor.

## **Eligibility**

Applicants should have a higher degree, experience of supervising surgical trainees in research and have a broad perspective of the surgical research landscape and the key players involved in supporting excellence in surgical research.

Applicants should be familiar with the Royal College of Surgeons of England extensive research portfolio and have participated in the RCS England peer review processes for research awards.

The applicant should be a consultant/senior lecturer in surgery, who is a member or fellow of the Royal College of Surgeons of England.

## **Remuneration**

The post-holder's employers can be recompensed for 1 PA.

## **Tenure of post**

3 years, subject to satisfactory annual reviews, with the possibility of a further two year renewal at the end of three years by mutual agreement.

## **Location**

Much of the work can be undertaken remotely, however there will be occasional meetings/interviews in London or around the UK.

## **How to apply**

For those interested in applying for this post, please submit your CV along with a personal statement, of no more than 1,000 words, indicating the reasons why you wish to apply for this post and what appropriate skills and experience you have to offer.

The deadline for applications is **Monday 15 June 9am**