

## Invitation to apply for Chair of Royal Free Charity Research Review Panel

### Application Pack

The Royal Free Charity is pleased to announce an exciting opportunity to participate in the development of its research funding programme as Chair of its Research Review Panel.

## Our vision

Our vision is for everyone served by the Royal Free London NHS Foundation Trust (RFL) to have access to world-leading healthcare, delivered by a thriving workforce and driven by medical research that has a global impact. We support the 10,000 staff of the RFL and their 1.6 million patients across Barnet, Chase Farm and Royal Free hospitals and more than 30 NHS services.

## What we do

Through the services we provide, and the programmes and equipment we fund, we make a profound and immediate difference to patients' experiences of care. Our volunteering, support hub, and complementary therapy teams enhance the hospital journey for all patients – whether they live locally or come from further away to access the trust's specialist services.

Our support of the RFL workforce enables staff to perform at their very best. Spanning individual professional development and training through to organisation-wide interventions, our initiatives bolster employee resilience and mental health so staff can achieve the best outcomes for patients.

We fund ground-breaking research with the potential to change people's lives, whether it's through our grants programme or delivering major capital funding appeals. We also support early career researchers through our PhD funding programme.

## The scale of our work

- We invest over £6m each year to support RFL to go further, faster, for all
- We award between 40-60 grants to the RFL each year under four themed areas: patient experience, staff experience, research and development, and clinical services
- We have historically invested £2m a year in research, and we are further developing our investment and involvement in supporting high-quality research
- This year, we anticipate investing £1m in research and increasing the amount in subsequent years
- Our professionally-accredited network of 900 volunteers provide a myriad of services - including meet-and-greet, companionship, art and music, and dog therapy – across six hospital sites in north London
- Our complementary services team deliver 20,000 clinical massage treatments a year to patients and staff

## Grants Directorate

We work strategically with the RFL to align our funding with objectives and priority areas. The department allocates grant funding to RFL and University College London through its grant programmes. Furthermore, we oversee expenditure from Special Purpose Funds.

We want to significantly develop our research and grant funding and are expanding the team to reflect this ambition. Over the coming months, we will begin developing our research funding strategy and are currently strengthening our research governance and funding operations to enable us to meet the Association of Medical Research Charities membership requirements.

To this end, we want to recruit an exceptional researcher as Chair of a newly constituted Research Review Panel to help us drive forward our ambition. The Research Review Panel will make funding recommendations to the Grants Committee, a subcommittee of the Board of Trustees, for approval.

## Chair Role Profile

### Summary of the role

The Chair of the Research Review Panel will lead the committee on the review and recommendation of research applications to the charity. The Chair will also provide insight and expertise to the charity on its research activities. This includes the research strategy, future funding initiatives and the research landscape relevant to the work of the charity.

### Candidate Profile

Prospective applicants should be recognised in their respective field of research, as judged by measures such as publication record, securing significant research funding, and the impact of their research.

We anticipate that the successful candidate is likely to have been/is a chair or member of a research funding committee with responsibility for reviewing research grant applications and making funding decisions.

### Responsibilities

The main responsibilities of the Chair are:

- Chair the Research Review Panel including guiding members to decisions whether or not to recommend applications for funding against the relevant criteria
- Ensuring that feedback to applicants drafted by the panel secretariat is accurate
- Approving post-feedback changes to applications before they are funded
- Where necessary, reviewing and advising the charity on requests for additional time and/or funding from researchers in receipt of live awards
- On occasion, review progress reports from strategic research awards
- Advise the charity on the balance of expertise on the panel and help appoint new members
- Where necessary, help the charity with expert insight into its research activities
- Review strategic research specifications

The Chair is expected to serve and is appointed as an individual with a specific role and expertise to fulfil the work of the Research Review Panel, not as a representative of their host institution, commercial organisation or any other organisation. The Chair has a duty to act in the interests of the Royal Free Charity and to follow the charity's Conflict of Interest Policy. As a senior volunteer, the Chair is ultimately accountable to the charity's CEO.

### Skills

- Excellent leadership and facilitation skills with the ability to create an environment that encourages diverse input and maximises the contributions of all members of the committee
- Diplomacy and excellent people skills with the ability to work closely with and get the best from committee members
- Strategic thinker with the ability to support the charity's development and delivery of its research initiatives

### Experience

- Senior clinical researcher with a track record of conducting and leading research
- Significant expertise in a relevant research area
- Extensive knowledge of experimental design and methodologies
- Experience of leading strategic projects and/or multi-disciplinary collaborative research
- Experience of reviewing and assessing applications as a research funding committee member
- An understanding of the UK medical research landscape, funding strategies and opportunities

## Length of appointment

The appointment is for a term of three years with the possibility of re-appointment once for a further three years.

## End of appointment

The appointment will end after the term of membership (three or six years) or if the Chair steps down. The appointment can also end due to failure to attend consecutive meetings, a breach of confidentiality, knowingly fail to declare a conflict of interest or bringing the charity into disrepute.

## Time commitment

We anticipate that the Research Review Panel will meet twice a year, once per grant funding round, either virtually or in-person and you should allow for a 1-day time commitment per meeting. There should also be an allowance for preparation and reading of committee papers. There will be a requirement to occasionally take part in additional meetings with charity staff. Committee meetings will be on dates fixed several months in advance.

## Remuneration

The role of Chair is unremunerated. The Royal Free Charity will pay for reasonable travel, overnight accommodation and subsistence expenses in line with the charity's expenses policy.

## How to register your interest

If you wish to be considered for the role, please register your interest by sending the following to [grants@royalfrecharity.org](mailto:grants@royalfrecharity.org).

- CV
- Supporting statement outlining your skills and experience relevant to the role
- Motivations for applying for the role

Should you wish to have an informal conversation about the role, please e-mail Dr Gil Shalom, Head of Grants and Research at [grants@royalfrecharity.org](mailto:grants@royalfrecharity.org)

The closing date for applications is 5pm on Wednesday 31 August 2022

## Next steps

Applications will be reviewed against the above criteria. Formal interviews will take place the week commencing Monday 19 September 2022. The interview panel will consist of senior charity staff, a Grants Committee member and a trustee.

The Royal Free Charity is committed to equality, diversity and inclusion as an organisation, and we welcome applications that enable us to continue with this focus. This includes our committees and we encourage applications from underrepresented groups.