

Candidate Information

Position:	Senior Operations Manager (HIRANI).
Reference:	21/108653
Closing Date:	Monday 22 February 2021
Salary:	Salary commensurate with the role.
Anticipated Interview Date:	Monday 8 & Friday 12 March 2021
Duration:	Funding available until 31 August 2023 (initially).

JOB PURPOSE:

Reporting to the Chief Executive Officer, this newly created senior role is required to ensure that HIRANI's organisational performance grows to deliver value to Stakeholders, the Board and its Funders. The post holder is responsible for developing and delivering strategic goals and organisational priorities including the communications and marketing programme, budgets and regionally important multidisciplinary projects; whilst providing leadership in connecting businesses to the region's ecosystem enabling growth.

The post holder will be responsible for orchestrating strategic initiatives and building relationships to develop cross-sectoral programmes and attract investment at a regional, national and international stage as required. A strategic, long-term outlook and emphasis on delivering outcomes are essential components of the role.

MAJOR DUTIES:

1. Accountable for developing and implementing the HIRANI strategy to drive growth in the health and life sciences ecosystem in Northern Ireland, enabling it to collectively promote and position itself both nationally and internationally to strengthen both health outcomes and economic development.
2. Operating at the highest level, initiate, maintain and develop broad stakeholder engagement and valuable strategic relationships, maintaining and developing meaningful connections and networks across a wide range of organisations and the academic, business, clinical and policy-maker sectors to influence cluster development both within the region and beyond to wider UK, Republic, EU and Internationally.
3. To develop, implement and maintain high quality project management and strategic oversight for regional programmes and proactively lead and/or convene stakeholders across communities to deliver collaborative projects that provide and implement solutions with a shared vision for success and delivery of the best possible outcomes.
4. Act as a constructive and effective member of the senior management team within HIRANI harnessing synergies across partner organisations.
5. To lead on the development and implementation of the organisation's Health and Life Sciences marketing and communications strategy and activities, ensuring it aligns to HIRANI's vision and communicates this effectively to nurture relationships with different groups of stakeholders: commercial, academic, clinical and funding partners at regional, national and international level.
6. Responsible for initiating, developing and the delivery of excellent operational activities in HIRANI's key organisational functions, including finance, HR and performance reporting systems to recognised standards.
7. Work with the Chief Executive Officer to develop the annual business plan and lead the oversight of the delivery of it, on time and on budget; including financial and resource planning and the allocation of resources between operational development projects.
8. Provide sector-specific analysis from your own experience, customer discovery and other ecosystem inputs to prepare documentation, framing and delivering strategically important messaging to relevant audiences in order to enhance HIRANI's regional, national and international profile.
9. Apply broad specialist knowledge of ecosystem development and experience of collaborative, multidisciplinary programmes to provide advice/guidance at a senior level to others or to address significant problems or facilitate change management, communicating these confidently whether the expected medium is online, written or oral.

10. Leverage relevant experience and expertise within the sector to support and anticipate business needs to access knowledge, skills, assets in our region to grow and support the health and economic productivity of our citizens, health organisations and businesses and beyond.
11. Any other duties that fall within the general ambition of the post.

Planning and Organising:

1. Shape strategic direction of own area of activity, planning and organising activities, considering the implications now and in the longer term, to support HIRANI objectives.
2. Key role in operational planning process, to support strategic direction.
3. Oversee a number of areas of work/ number of projects, to ensure each is managed and delivered to time and budget.
4. Enable appropriate and timely action to be taken, and for key results and implications to be discussed with key internal and external stakeholders of HIRANI.
5. Take the lead in developing, implementing and maintaining complex project management for regional programmes and collaborative projects.

Resource Management Responsibilities:

1. Responsible for managing all budget arrangements for HIRANI. Manage allocated budget/resources effectively and flexibly and control all related expenditure to ensure delivery of targets/objects within budget.
2. Advise and plan for future physical resources.
3. To lead in the development and implementation of funding initiatives to support the strategic direction of HIRANI. Assuming responsibility for the deployment of strategic funds to support business engagement activities.

Internal and External Relationships:

1. To develop and manage key relationships with key internal and external stakeholders for HIRANI.
2. To represent HIRANI and the Northern Ireland Health and Life Sciences sector at a senior level, developing networks, promoting collaborative funding or developing investment opportunities and ensuring collegiate relationships across a wide range of organisations within the region and beyond to wider UK, Republic, EU and internationally.
3. To work closely with the Chief Executive Officer of HIRANI and embedded operational, communications and business enterprise contacts at Queen's University, Ulster University, the public health agency and Invest NI delivering an integrated approach to business engagement.

ESSENTIAL CRITERIA:

1. Hold minimum of a degree (or equivalent).
2. Significant relevant management and leadership experience in the health and life science ecosystem to include:
 - at least 2 sectors of academic, clinical/health, commercial or public sector
 - technical experience in life or health sciences either discovery R&D, diagnostics, med-tech, translational medicine, clinical trials, regulatory or digital health.
3. A proven track record (with evidence provided) of scientific, clinical or change management experience gained at a senior level with evidence of strategic influence across organisations and proven impacts.
4. Demonstrable experience of managing and controlling budgets/resources/funding and demonstrable understanding of financial management procedures.
5. Experience of developing innovative solutions and playing a lead role in developing and implementing strategies (relevant to the post).
6. Significant management experience and proven ability to manage or influence teams of highly motivated people.
7. Demonstrable experience in managing relationships with partner organisations. Confidence in building fruitful partnerships and collaborations across either government, academia, the healthcare sector, industry, and the investor community.
8. Demonstrable credibility within the life and health sciences sector working with core stakeholders such as academia, healthcare, industry and investors.
9. An excellent professional networker building fruitful partnerships and collaborations across government, academia, the healthcare sector, industry, and the investor community.
10. Ability to manage and drive changing situations and to plan, set and deliver to targets.
11. Ability to assimilate and analyse complex information, policies and large-scale programmes of work.
12. Exceptional communications and customer-centric capabilities, with the ability to represent HIRANI to a range of audiences in a variety of different settings at online and in-person events.

13. Use independent judgment and experience based on NHS, University, commercial, financial, legal or governance expertise and apply this to the benefit of HIRANI programme development, and the wider health and care community.
14. Demonstrable ability to successfully manage competing demands on time and resources and delegate when appropriate.
15. Ability to solve problems without precedent, recognise and respond to material risks.
16. A valid driving licence and access to a vehicle or ability to fulfil the mobility requirements of the post.
17. Willingness to work flexibly as required and travel to stakeholder sites across Northern Ireland for meetings.
18. Post will involve travel as required (including national and limited international travel).

DESIRABLE CRITERIA:

1. Hold minimum of Degree (or equivalent) in a relevant subject - in natural sciences, biomedical sciences, engineering, medicine or their equivalent.
2. Hold relevant postgraduate qualification in management or other relevant subject e.g. MBA.
3. Demonstrable experience of developing and delivering organisational marketing, traditional and social media embedded communications strategy and live online and in-person webinars and events.
4. Commercial Experience within Health and Life Sciences Industry in the UK.
5. Evidence of devising and implementing new initiatives within the organisation.
6. Evidence of a highly developed health and life sciences network across the UK particularly Northern Ireland.
7. Evidence of Multi-disciplinary and multi-organisation or sector collaborations and managing a competing workload.
8. Experience of working within ambiguous circumstances with diverse stakeholders showing diplomacy.
9. The ability to represent the interests of Northern Ireland's health and life sciences research and the relationship of the devolved region with other lead centres in the Republic of Ireland and UK, and at an international level.
10. Ability to thrive in the start-up and SME environment of agility, flexibility, self-reliance.