

# Brain Tumour Research - Job Description

## Director of Research, Policy & Innovation

**Reports To:** Chief Executive

**Location:** Head Office, Milton Keynes MK5 6LB

**Salary:** c £70,000

**Line Management:** Head of Stakeholder Relations. In the medium term it is expected that the team will expand to include Research Communications, Research Management and Public Affairs personnel

### **Key relationships:**

Internal: All levels within the organisation, across all functions and in particular working with the Director of Fundraising & Supporter Care to drive income growth, the Director of Marketing and Communications to develop and implement our research communication strategy and the Director of Finance and Operations to plan and manage our grant awards.

External: Research Centres, Researchers, Clinicians, Trust and Foundations, Corporates, Donors and other Supporters, Media, Celebrities, Parliamentarians, Government and Other charities

### **Background:**

Brain Tumour Research was established in 2009 as a collaboration of 14 charities coming together, determined to raise awareness and increase funding for vital research. Despite brain tumours being the leading cause of cancer deaths in children and adults under the age of 40, brain tumour research was and sadly remains woefully underfunded receiving just 1% of the national spend on cancer research in the UK since records began in 2002.

Brain Tumour Research aims to provide a sustainable level of funding of £1m per year to seven dedicated brain tumour research Centres of Excellence across the UK in collaboration with member and other charities and through leveraging funds from national funding bodies.

Recognising that no one brain tumour charity or group of charities can find a cure alone, both government and pharmaceutical companies need to get involved. The second strategic aim is to build on the successful lobbying that the member charities had achieved (including the establishment of the Brain Tumour All Party Parliamentary Group in 2005) and influence the growth of the market for brain tumour research funding to £35 million to achieve parity with breast cancer and leukaemia.

The first eight years of operation saw strong income growth, which started to plateau in 2017. Income was hard hit by the coronavirus pandemic in the summer of 2020. In June 2020, we recalibrated our organisational strategy and have set a target of raising more than £10 million a year by 2025, with the year ending June 2021 exceeding initial expectations, having embraced digital marketing and virtual fundraising.

Brain Tumour Research is strengthening the leadership team with the introduction of a Director of Research, Policy and Innovation, to drive forward our manifesto for change: building capacity, accelerating treatments and increasing the national investment in brain tumour research. We wish to recruit an experienced, energetic, professional, hard-working, and hands-on individual to join our busy team. Building on the success we have had with establishing four centres and our campaigning work we are looking for someone with proven experience that will take the charity to the next level.

The Director of Research, Policy and Innovation will lead the development and implementation of the research and policy strategies including the establishment of further Centres with a call planned in Summer 2022.

Help us fund the fight. Together we will find a cure.

**Job Purpose:**

To significantly improve outcomes for patients within the next five to ten years, with the aim of ultimately finding a cure by:

- Building on, developing, and implementing the research strategy of Brain Tumour Research including ensuring delivery of centre programmes of research and communicating research information to our supporters and other stakeholders in an audience appropriate way.
- Taking an influential and leading role in making the UK a World Leader in neuro-oncology research and drug development, increasing the national investment in brain tumour research, and working with our collaborators, the government, policy makers, larger cancer charities and the biotech and pharmaceutical industry, to accelerate bringing new treatments to market.

## **Main Duties**

### **Develop and Implement Research Strategy**

- Develop and implement the research strategy that builds a network of experts in sustainable brain tumour research and ultimately finds a cure for all types of brain tumours including ensuring delivery of centre programmes of research and delivery of sustainable funds to UK research delivering on our strategic objectives to:
  - Grow capacity – Attract and retain talented researchers to increase the quantity of brain tumour research in the UK
  - Build infrastructure - Support the research infrastructure, connecting and improving coordination across the UK brain tumour research community
  - Accelerate Treatments - Improve the quality of brain tumour research in the UK and support innovative research to generate new treatments for brain tumours

### **Leadership of Research Centres**

- Build our network of centres from four to seven, planning and implementing the application process, organising site visits, and recommending centres to support
- Hold regular review meetings with research centre leads to monitor progress of each centre's programme of research, highlight issues and opportunities and ensure delivery against remit
- Challenge researchers to ensure appropriate governance and that income raised is being spent effectively
- Work with the Chair of the Scientific and Medical Advisory Board to lead the annual review process to hold the Centre Leads to account and agree annual grant awards in order to recommend budget proposals to the research sub-committee
- Plan and run our annual scientific workshop and other forums
- Encourage collaboration across our Centres network and with other centres, nationally and internationally, undertaking research into brain tumours and other areas which will lead to better outcomes for brain tumour patients
- Plan and implement quinquennial reviews for each of our Centres including engaging international peer reviewers and hosting site visits
- Collaborate with our Research Centre's other funding partners and assist in grant application processes to maximise centre development and impact

## **Research Communications and Influencing**

- Support the growth in income to £12 million by 2025, through the communication of research information to our supporters and other stakeholders in an audience appropriate way
- Work with the Director of Fundraising and Supporter Care to build a strong pipeline of Trust and Foundation income, delivering £1 million per annum in the longer term identifying specific research projects and equipment that requires funding, helping to draft applications and highlighting incentivised packages of fundraising targets for corporates and fundraising groups to aspire to
- Develop and implement the policy and campaigns strategy to significantly grow the national spend (NCRI) on brain tumour research to £35 million per annum through influence and leverage
- Work with the leadership team to improve financial sustainability
- Identify funding opportunities and partnerships within the UK, Europe and internationally to gain external funding for the research activities of the charity
- In collaboration with the Director of Marketing and Communications develop and implement a research communication strategy that demonstrates Brain Tumour Research as the leading charity of choice for UK brain tumour research
- Ensure that each of the Research, Policy and Innovation functions has a strategy and one-year operating plan in place with measurable targets, ratios and KPIs and an effective monitoring process in place
- Work with colleagues across Brain Tumour Research to support the development and delivery of integrated influencing strategies in support of the organisation's objectives
- Build relationships across the political spectrum, as well as with other charities, think-tanks, and similar organisations, to ensure that we are maximising opportunities to influence issues relating to brain tumour research

## **Departmental leadership**

- Build, develop, motivate, and lead a dynamic, high calibre and highly engaged research, policy and innovation team that can deliver diverse, innovative, and cost-effective activities that achieve the organisation's targets.
- Be accountable to the Chief Executive for the work of the Research, Policy, and Innovation Department
- Take responsibility for the development of the highest standards of quality and performance
- Through leadership of the APPGBT, identify opportunities for promoting Brain Tumour Research's strategic priorities within government
- Clarify roles and responsibilities and direct our public affairs agency in their aspects of executing the public affairs strategy
- Oversee the design, development and delivery of comprehensive public affairs plans for devolved nations
- Ensure that the charity's campaigning and public affairs activities are informed by the views and experiences of patients, their families, carers, healthcare professionals and researchers and, where relevant, the wider public

## **Departmental management**

- Provide high-level representation to engage and inspire major funders and influencers in conjunction with the Chief Executive and Director of Fundraising and Supporter Care
- Recruit and manage our independent Scientific and Medical Advisory Board and International Peer Reviewers to ensure that our research is of the highest quality and to develop their role within the organisation and wider research community
- Manage the secretariat to the brain tumour APPGBT, adhering to APPG rules and maintaining our reputation as campaign leaders
- Develop the departmental budget, track, and manage performance against budget, and take responsibility for ensuring resources are used effectively and meeting targets which include research papers published, leveraged funding, engagement of parliamentarians and campaigners
- Provide effective communication, support and development for the Research, Policy, and Innovation team, that both reflects the values of Brain Tumour Research and complies with HR policies and standards
- Develop close relationships with key stakeholders to include Research Centre Leadership Teams, Peer Reviewers and Parliamentarians
- Support an open management style, communicating management information well and encouraging team members to contribute to shaping the organisation
- Ensure that political developments, external events, and opportunities that will impact on the brain tumour research environment are monitored and expert, timely commentary to the Chief Executive, Management Team and other colleagues is provided
- Identify PR opportunities relating to:
  - Research that is being carried out translating research paper information into layman's terms to communicate to our community the impact of the research that is being carried out in our centres
  - Public affairs matters' and assist the PR team to write press releases which raise awareness of the success of our campaigning

## **Organisational strategy and management**

- Act as scientific advisor to the Chief Executive and leadership team and contribute to the running and growth of the organisation, ensuring we achieve our goals and objectives
- As a member of the leadership team contribute to trustee meetings and report on research and policy matters
- Develop policy positions, key messages and evidence-based campaigns and work with the leadership team to develop campaigns that lead to changes in policy and practice that will improve the lives of those affected by a brain tumour and their families
- Contribute to the overall strategic direction and leadership of the charity through membership of the Leadership Team and attendance at Board of Trustee meetings representing the Research, Policy, and Innovation function
- To champion the vision, mission, and values of the charity, internally and externally
- To champion and promote equal opportunities and diversity
- To actively contribute to organisational cohesion, encouraging cross-team working, and a problem-solving approach

### **External horizon scanning**

- Monitor the external environment to understand latest developments in the Research, Policy, and Innovation environment, evaluate their significance, assess their potential for Brain Tumour Research and identify new opportunities and innovations that help the organisation achieve its objectives
- Identify and pursue collaborations with relevant organisations to share expertise and add value to Brain Tumour Research

### **External representation**

- Build a personal profile as a leader in the brain tumour research community, representing the charity as a spokesperson in the media and at conferences and other meetings on matters of scientific interest as well as with Parliamentarians and policy makers
- Maximise involvement of the brain tumour community in the research agenda, mobilising people to be involved in lobbying as well as clinical trials
- Identify opportunities to utilise the research portfolio for purposes of PR, engagement with new and existing stakeholders and to raise our profile and enhance our reputation within the wider research community
- Ensure high-level representation within all relevant research and lobbying groups and take a leading role in ensuring the voice of the brain tumour community is heard and that relevant strategies are adopted
- Act as a main representative of Brain Tumour Research's communications in the media, at major fundraising events, with community-based supporters and in meetings with high value contacts and corporate partners, to motivate and inspire supporters and to recruit maximum support for the charity's fundraising
- Actively promote the organisation internally and externally and contribute to building the organisation's profile in the media and with key supporter groups
- Support collaborative initiatives with other organisations in running joint symposiums and workshops and presenting on our research and public affairs activities

### **Risk Management**

- Take full responsibility for identifying and mitigating all Research, Policy, and Innovations, activity risks
- Ensure that steps are taken and agreed as appropriate to protect the charity's interest in a manner consistent with commercial prudence

### **General**

- Ensure that central administration systems in place at Brain Tumour Research are complied with and that all information relating to research centre and other contacts are correctly entered onto the Brain Tumour Research database.
- To ensure that all relevant charity and other legislation is complied with
- To comply with internal policies of Brain Tumour Research as appropriate.
- To undertake any other reasonable duties as required by the Chief Executive.

## Person Specification

Criteria	Essential / Desirable
<b>Qualifications:</b>	
Good level of general education – degree level or equivalent	E
PhD or higher research qualification	E
<b>Experience:</b>	
At least 10 years' practitioner experience of leading health research function	E
At least 10 years' experience of leading policy functions	D
Representing the Research, Policy and Innovation team at board meetings	D
Substantial experience of managing teams, with the ability to lead change, motivate and support, as well as delegating and managing busy workloads	E
Keeping up to date with industry and economic trends	E
Significant experience of grant and budget management, managing income and expenditure budgets; including achievement of significant income targets. Experience of producing monthly reports for the leadership team, and Board of trustees and working closely with finance department to ensure accuracy of reporting and compliance	E
Experience of developing both strategic and operating plans	E
<b>Skills and attributes:</b>	
Excellent ability to think creatively, and identify new fundraising opportunities	E
Excellent relationship management skills	E
High level of financial literacy and analytical skills	E
Very strong written and verbal communications skills	E
Strong interpersonal, networking and influencing skills, both with colleagues at Brain Tumour Research and in the external marketplace with the research community, parliamentarians and other stakeholders	E
Proactive self-starter, able to work unsupervised within agreed timeframes	E
Strong planning and organisational skills - able to prioritise workload effectively	E
Understanding of relevant legislation which applies to research and lobbying	E
Strong IT skills and literacy – competent user of MS Office and ability to work with database systems	E
Flexible and adaptable style; willing and able to work outside standard office hours when required to do so to complete specific tasks and attend meetings and events	E
Empathy with work of Brain Tumour Research	E

## **Role Competencies – Director of Research, Policy and Innovation**

**Leadership** - Creates impact by inspiring others

- Leads by example and inspires confidence
- Motivates by empowering others
- Inspires others by creating a common vision
- Leads people through challenging change scenarios

**Influence** - Uses understanding of others to influence outcomes

- Negotiates to resolve differences while maintaining support
- Builds solutions with others
- Is politically aware and able to use influence without authority
- Builds networks, creating productive connections
- Influences others at the highest level, including Parliamentarians, University and NHS Trust leadership teams, Chief Executive, Leadership team, senior volunteers, and Board
- Communicates and obtains ownership of difficult decisions

**Strategic Thinking** - Translates insights, knowledge, and analysis into long term plans

- Applies awareness and insights of the external environment
- Sees fundraising within the context of the wider organisational strategy and objectives
- Identifies trends and relationships in complex information
- Critically filters information and shows good judgement
- Analyses risk

**Communication** - Engages others through effective dialogue

- Understands the needs and agendas of others and can empathise
- Effectively adapts style to situation and audience
- Engages others through active listening
- Contributes opinion with conviction
- Has excellent presentational skills and the ability to 'pitch' effectively for new business
- Can articulate the case for support for the organisation with knowledge, passion, and conviction

**Performance management** - Manages and drives performance

- Creates and develops high performing teams
- Inspires, motivates, and engages people to improve their performance and that of others
- Drives accountability for delivering goals and manages the consequences for those that under-perform
- Helps individuals to recognise their responsibility to develop their performance, drawing in expert support where required

**Managing talent** - Develops talent and potential

- Recruits, promotes, and advocates the most talented people
- Provides regular and honest feedback, guidance and mentoring to support development
- Proactively discusses individuals' next moves
- Creates a culture of development, feedback and coaching in the team

**Works effectively across the organisation** - And with key stakeholders

- Fosters a climate where people feel personally responsible for creating and sustaining the organisation's success and reputation
- Advocates the importance of sharing knowledge as a key to empowering people
- Thinks and acts for the wider organisation
- Encourages others to build collaborative relationships with all parts of the organisation and creates a shared culture of fundraising across the organisation

**Innovation** - Uses creativity to challenge the norm and generate development

- Takes an inquisitive approach to the world around them and challenges the status quo
- Is creative in spotting new income generation and communications opportunities
- Works with others to create new ideas and challenges others to see things differently
- Turns ideas with potential into reality
- Takes considered risk when the reward justifies it

**Relationship management** - Manages stakeholder relationships effectively in ways that maximise benefit to the organisation

- Identifies those relationships which require their senior personal involvement
- Solicits support from key stakeholders as appropriate
- Stewards key stakeholders in a way that maximises opportunities for long-term engagement.

### **Attitudes/ Behaviours**

**Self-awareness** - Acts on a genuine awareness of self

- Is proactive in learning new skills and developing as an individual
- Seeks constructive feedback, reflects, and takes appropriate action
- Understands own impact on others and modifies behaviour accordingly
- Effectively manages own feelings and reactions

**Passion** - Uses enthusiasm and energy to motivate self, supporters, and team

- Conveys passion and conviction for cause
- Is an ambassador for organisational vision and values
- Inspires passion in others, including donors and volunteers

**Personal Drive** - Develops a challenging vision of the future and strives to create it

- Develops aspirational visions of the future for their organisation
- Is driven to achieving exceptional results
- Constantly challenges own personal performance and develops others by challenging theirs
- Demonstrates tenacity, especially in situations of personal challenge

**Flexibility** - Is competent at adapting approach when necessary

- Is open to new ideas and perspectives
- Willingly adapts thinking and able to modify direction in-light of new information
- Develops and if necessary, implements contingency plans to deal with unforeseen circumstances
- Changes approach according to demands of situation
- Understands and actively engages with own role in changing environment and donors' needs

### **Specialist knowledge/ understanding areas**

**Research, Policy, and Innovation** - Demonstrates profound understanding of the relationship between the donor and cause

- Demonstrates and applies specialist knowledge in a-number-of research and policy disciplines
- Understands and applies knowledge and principles in research and policy disciplines which are not areas of experience and expertise and counterbalances within the team
- Knows where and how to access information and advice on best practice in health research and policy



**Governance, finance, and the law** – Has a good understanding

- Fully understands the dynamics and legal requirements of charity governance that will be required to work effectively with the Board of Trustees
- Is fluent in dealing with, and understanding, financial management, budgeting, business planning and both corporate and charity accounts
- Analyses and interprets complex financial information, and able to comment and report appropriately against this
- Understands the role of risk management and the control environment within an organisation to protect against risk and fraud
- Fully understands the importance of employment law and knows where and how to access information
- Fully understands the relevant elements of charity and corporate law and regulation and how they relate to the fundraising in the organisation

## **Brain Tumour Research Values and Core Competencies**

**Focused - The courage to accomplish inspiring goals**

The team at Brain Tumour Research is focused on finding a cure for brain tumours. Together we are driven to accomplish ambitious goals in pursuit of this vision, from driving engagement and building compelling campaigns; to reaching major lobbying milestones and achieving research breakthroughs. As the only national charity dedicated to sustainable research into brain tumours, we are clear-sighted and disciplined. Agile, energetic, and courageous, we continually demand better outcomes for patients and their families.

**Influential - Uses authority and expertise to positively influence**

Brain Tumour Research takes responsibility for influencing wider public understanding of this disease; focusing minds on the required funding to fight it. We inspire stakeholders (including researchers, parliamentarians, and activists), galvanising them into action and resolutely holding both organisations and individuals to account. We punch above our weight, leading the national debate on improving outcomes for brain tumour patients.

**Embracing - Working together to achieve results**

Brain Tumour Research is passionately committed to raising both awareness and funding for research. Embracing the diverse experiences of our volunteers, supporters, member charities, research centres and corporate partners, we value our relationships with everyone in the brain tumour community, however this devastating disease has affected our lives. Our shared stories and tireless efforts come together as one voice to make us all stronger.

**Game Changing - Catalysing change both internally and externally**

Innovation is central to the dynamic culture of Brain Tumour Research, from the pioneering Centres of Excellence to the best practice delivered across the team and inspired in our member charities and supporters. We are constantly evolving, working smarter and building on successes through creative thinking and campaigning. We are a positive force for change, challenging the Government and larger cancer charities to invest more in brain tumour research.

**Intelligence - Thought leaders, prioritising scientific advancement**

Intelligent, objective and pioneering, Brain Tumour Research is building a network of experts in sustainable brain tumour research. We champion thought leadership by fostering collaboration between scientists, clinicians, and academic partners, bringing together the best minds in the field to search for a cure. Through strategic planning, methodical implementation, and rigorous analysis, we deliver world-class research.