EASTERN
FEDERATION
SUPPORT UNIT

APPLICANT INFORMATION PACK

Primary Care Research Manager - Primary Care Research Northern Ireland (PCRNI)

JOB REF: PCRM/2026/35

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INTRODUCTION

Thank you for your interest in applying for a position with Eastern FSU and we look forward to receiving your application.

This information pack includes the following information which you should refer to when completing your application:

- A brief overview of the role of GP Federations, the Federation Support Unit and PCRNI.
- Job description and Person specification
- An outline of the Recruitment process
- Guidance notes which should assist you in the completion of your application form
- Overview of the terms & conditions of employment

Northern Ireland GP Federations

Across Northern Ireland, there are 17 GP Federations which have been established by GPs to support General Practice and facilitate the transformation of health and social care in a Primary Care setting. Each Federation has been established as a Not-For-Profit Community Interest Company and any financial surplus generated through efficiency is re-invested in front-line services.

Each Federation covers a patient population of approximately 100,000 patients and, because of scale, provides services which would not otherwise be delivered at individual Practice level.

Eastern Federation Support Unit - What We Do

Eastern FSU provides corporate affairs duties at scale to its member Federations, on a local and regional basis. This model ensures management and administrative support is more cost effective for member Federations. Eastern FSU supports four Belfast GP Federations and four GP Federations in the South East of Northern Ireland. Details of the Federations we support can be found here https://easternfsu.com/gp-federations/.

Eastern FSU also manages a range of local and regional services and projects, which patient populations benefit from. A list of all the services provided can be found here https://easternfsu.com/eastern-fsu-services/.

Primary Care Research Northern Ireland (PCRNI)

IMPROVING HEALTH THROUGH BETTER RESEARCH WITH PRIMARY CARE

Primary Care Research Northern Ireland (PCRNI) has recently been established to support research delivery in NI General Practice / Primary Care. Primary Care Research Northern Ireland was set up as part of the UK Clinical Research Delivery Centre (CRDC) Network and the Northern Ireland Clinical Research Network.

Our growing multi-disciplinary team works across NI to help patients and healthcare staff get involved in Research. PCRNI is based within the Eastern Federation Support Unit.

Best clinical practice relies on having the best possible evidence – and this is generated through quality research. Over 90% of patient contacts occur in General Practice, making it the ideal environment to recruit diverse and inclusive populations. This ensures that research truly represents real-world care, benefitting patients as much as possible.

PCRNI, sits within the GP Federations, placing us at the heart of working General Practice in Northern Ireland, allowing us to facilitate Primary Care research as seamlessly and efficiently as possible.

As an experienced team are aware of the challenges facing those in Primary Care and have the skills and resources available to help busy General Practice staff fulfil their research potential, with benefits for their patients and beyond.

PCRNI is funded by the HSC Research and Development Division of the Public Health Agency.

FOR FURTHER INFORMATION, PLEASE VISIT PCRNI.CO.UK

JOB DESCRIPTION

JOB TITLE:	Primary Care Research Manager- Primary Care Research Northern Ireland (PCRNI)
DURATION:	2-year fixed term contract in the first instance with possibility of permanency, secondments will be considered.
LOCATION:	Eastern FSU, Ground Floor, 1 Bradford Court, Belfast, BT8 6RB. Hybrid working available
REPORTS TO:	Clinical Director, PCRNI
RESPONSIBLE TO:	Chief Executive, Eastern FSU
SALARY SCALE:	£55,690 - £62,682 per annum (Band 8A)
HOURS:	Full-time, 37.5hrs per week

JOB SUMMARY

The Primary Care Research Manager, Primary Care Research Northern Ireland (PCRNI) will provide strategic and operational leadership for the development and delivery of research, development and innovation across Primary Care in Northern Ireland. The post holder will lead the expansion of commercial research opportunities, develop partnerships with research sponsors, universities, healthcare organisations and Primary Care Practices, and ensure the effective delivery of research studies in line with relevant governance, regulatory and contractual requirements.

The role will have responsibility for research budgets, service performance, quality assurance and risk management, while supporting innovation, continuous improvement and the integration of research as a core component of Primary Care. They will provide leadership to the wider PCRNI research team.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will:

1. lead on the expansion of commercial research opportunities within Primary Care in Northern Ireland identifying and assessing commercial clinical trial opportunities, through engagement and partnership working with key external stakeholders within the public, private and university sectors.

2. work with these key stakeholders to increase the volume of commercial research, development and innovation projects and studies within Primary Care, and increase the number of Practices involved in research.

3. lead and influence the strategic direction of research activity within the organisation.

4. work with key stakeholders to develop, review and modernise policies, procedures, Practices and documentation for all Research and Development Practices within Primary Care.

5. be responsible for research-related information systems which include regular software updates, staff training and managing storage and retrieval of information or records.

6. be an advocate for Research, Development & Innovation both internally and externally to the organisation, developing appropriate networks and partnerships.

7. represent Primary Care and contribute to national and regional working groups and initiatives and will adopt best practice in the provision of new guidance for the area of responsibility.

8. work in partnerships with stakeholders in the implementation of Standard Operation Procedures, Control Assurance Standards and all relevant standards and legislation.

SERVICE DELIVERY

1. be responsible for the day-to-day operational management of the PCRNI Research project, involving directing research delivery and administrative operations including human, physical and financial resources.

2. develop detailed and robust project plans, including resource allocation, risk management and mitigation, and stakeholder communication strategies.

3. lead on the development of Investment Proposal Templates (IPTs) and bids to support funding applications. Ensuring that proposals are developed to reflect the

operational capabilities of the service and support the strategic and financial objectives of the Primary Care Research portfolio. Complete Post Project evaluation templates (PPE) as determined by funder.

4. implement and manage an effective reporting system on research activity, finances and outcomes as required internally within the Federation Support Unit and by external stakeholders.

5. develop and organise a long-term operational framework for the delivery of Research & Development, taking into account the overall research aims and objectives of the project and wider organisation.

6. provide highly specialist advice and assistance on research, governance and management in particular interpreting legislative and regulatory requirements and providing guidance to Primary Care staff and external researchers on fulfilling their obligations to proposing to carry out research within Primary Care.

7. support Principal Investigators by ensuring individuals are aware of their roles and responsibilities within the conduct of their research study.

8. will review and oversee contractual requirements for Primary Care research studies, including clinical trial agreements, service level agreements, funding agreements, sponsorship agreements and contract agreements.

9. will prepare responses to regional and national reports and recommendations from regional, statutory and other bodies.

10. develop, deliver, arrange and/or coordinate any general or specialist training and education programmes.

QUALITY

1. ensure that Primary Care meets Controls Assurance requirements for the Research Governance standard.

2. support the Clinical Director in the investigation of allegations of misconduct in research.

3. oversee that action plans are monitored and evaluated in line with guidance.

4. benchmark on a quarterly basis the performance approval metrics on a local and regional basis.

5. prepare for inspection by regulatory authorities of research systems within the practice sites and coordinates inspection visits as necessary.

6. ensure appropriate risk management systems and strategies are in place ensure the risk register is appropriately maintained.

7. advise senior clinicians and managers on research governance issues, ensuring that decisions taken comply with statutory legislation and national and regional recommendations.

8. liaise with the Public Health Agency, R&D Division, to ensure that regional and national changes to Research Governance meet designated standards and are appropriate to the needs of the project.

9. lead and manage ongoing monitoring of research activity.

10. leads and manage research outputs and outcomes for the project and Federation Support Unit

11. oversee the management of research complaints and creates and disseminates an action plan for learning arising out of complaints.

12. develop and maintain key performance indicators to monitor performance of all aspects of research management systems.

COLLABORATIVE WORKING

1. work in partnership across multidisciplinary teams to identify opportunities for Research, Development and Innovation within Primary care.

2. develop and maintain productive working relationships with operational and professional leads within the Federations and Federation Support Units ensuring the provision of accurate and timely information as required.

3. work collaboratively across the health and social care sector to identify and implement best practice in pursuit of research and development activity, enhanced performance against measured outcomes.

4. develop effective working relationships with external agencies such as commercial organisations, Health Trusts, PHA R&D Division, universities, sponsors, charities, and regulatory authorities such as MHRA.

PEOPLE MANAGEMENT

1. manage and provide operational leadership to wider research team.

2. have staff responsibility to include absence management, disciplinary and grievance matters.

3. delegate appropriate responsibility and authority to the level of staff within their control, consistent with effective decision-making whilst retaining responsibility and accountability for results.

4. coordinate the Research Office staff, ensuring appropriate support is provided to the Clinical Director, Committees and Researchers.

5. review the performance of staff on a regular basis, to provide direction on personal development requirements, and take appropriate action.

6. maintain staff relationships and morale within the Team.

7. undertake the appointment and training of staff in accordance with procedures laid down by the Federation Support Unit. This will include drafting job descriptions, staff recruitment and selection, appraisal processes and overseeing training plans.

8. review the RDI Organisational framework, ensuring that objectives are achievable and make changes as necessary.

COMMUNICATION AND INFORMATION MANAGEMENT

1. analyse and interpret information relevant to the Research project ensuring informed decision-making.

2. provide judgement in identifying and assessing complex events and issues and make available a variety of suitable options to be considered.

3. ensure that research outcomes are promoted within Primary Care and externally through the networking and contribution to internal / external reports, workshops and conferences.

4. provide general advice regarding the research study to patients, carers and service users.

FINANCIAL RESPONSIBILITIES

1. manage the research budget across the separate funding streams ensuring effective financial monitoring, forecasting and control and provide regular reports to the Head of Finance and Governance and the Clinical Director.

2. implement arrangements to ensure strong financial management of all Research & Development budgets within their area of responsibility and in accordance with Standing Financial Instructions, ensuring financial viability is maintained, best value achieved and all financial targets are met.

3. work in partnership with the finance department to review and submit funding claims on a quarterly basis.

4. To work with budgetary constraints, providing advice on financial management of ongoing research projects.

5. assist with the development of research investment strategies within the department, ensuring that all income contributes to Federation costs and income generation.

6. provide expertise knowledge in the sign off of all research contracts and service level negotiations.

7. implement and manage with the finance directorate team, systems for the appropriate coordination and management of commercial and public research funds.

8. manage with the finance directorate team, budgets for individual trials including ensuring the recovery of agreed overheads on research

HUMAN RESOURCE MANAGEMENT RESPONSIBILITIES

The Organisation supports and promotes a culture of collective leadership where those who have responsibility for managing other staff:

1. Establish and promote a supportive, fair and open culture that encourages and enables all parts of the team to have clearly aligned goals and objectives, to meet the required performance standards and to achieve continuous improvement in the services they deliver.

2. Ensure access to skills and personal development through appropriate training and support.

3. Promote a culture of openness and honesty to enable shared learning.

4. Encourage and empower others in their team to achieve their goals and reach their full potential through regular supportive conversation and shared decision making.

5. Adhere to and promote Organisational policy and procedure in all staffing matters, participating as appropriate in a way which underpins The Organisation's values.

GDPR

- Ensure adherence to FSU Data Protection policy in undertaking duties.
- Support the FSU in ensuring compliance with GDPR.
- Develop and maintain a filing system for both paper and electronic records in compliance with the requirements under DPA (2018) and GDPR.

GENERAL

- Continually seek to improve the service delivered within the FSU by committing to attend personal development training, demonstrating a team work ethic and embracing change.
- Assist in the administration and implementation of administrative systems within the FSU.
- Be proactive in suggesting improvements to increase accuracy, efficiency, and cost reduction.
- All duties must be carried out in compliance with Health and Safety Policy and statutory regulations. The post requires frequent VDU use of up to 3 to 4 hours at a time.

RECORDS MANAGEMENT

All employees of FSU are responsible to the Executive Board for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and including emails. All such records are public records and are accessible to the public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Information Regulations 2004 and the Data Protection Act 2018 and EU GDPR. Employees are required to be conversant with the organisation's policy and procedures on records management and to seek advice if in doubt.

This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the postholder works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

We are an Equal Opportunities Employer

PERSONNEL SPECIFICATION

Job Title: Primary Care Research Manager - Primary Care Research Northern Ireland (PCRNI)

ESSENTIAL CRITERIA		
Section 1: The following are ESSENTIAL criteria which will initially be measured at shortlisting stage, although this may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.		
Qualifications/ Registration	• .A university degree or professional qualification and have worked for at least 3 years' in a management role to include substantial relevant experience that demonstrates the ability to project manage a complex project from start-up phase onwards within a research setting. **OR** • Have worked for at least 5 years in a management role to include substantial relevant experience that demonstrates the ability to project manage a complex project from start-up phase onward within a research setting	Shortlisting by Application Form
Experience	• At least two years' middle management experience at *Band 7 equivalent or above within a Research and Development setting. • Demonstrable experience of working with a diverse range of stakeholders to achieve successful outcomes.	Shortlisting by Application Form
Other	• The successful candidate must hold a full current driving license (valid in the UK) and have access to a car at the closing date or have ** access to a form of transport which will permit the applicant to carry out the duties of the post in full.	Shortlisting by Application Form

	• The post holder may be required to travel throughout Northern Ireland and, on occasions, within the United Kingdom, the Republic of Ireland, and elsewhere. *(** this relates only to any person who has declared that they have a disability, which debars them from driving)*	

*Band 7 pay scales are the Agenda for Change Northern Ireland pay scales (indicative salary would be within the range of £47,810 - £54,710 or equivalent or higher in a complex organisation.)

Shortlisting by Application Form

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

ESSENTIAL CRITERIA		
Section 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage.		
Skills / Abilities	• Demonstrable ability to achieve challenging objectives, lead change and hold individuals and teams accountable for performance. • Demonstrable experience of delivering against key performance targets, demonstrating measurable improvements. • Excellent written and verbal communication, report-writing and presentation skills. • Effective negotiation, influencing and stakeholder engagement skills. • Ability to analyse and interpret complex information, exercise sound judgement and make evidence-based decisions.	Assessed at interview

	• Ability to plan, prioritise and manage competing demands to meet deadlines. • Proficient in the use of IT and standard office software.	
Knowledge	• Knowledge of research governance, relevant legislation, regulatory requirements and professional standards applicable to research and development. • Knowledge of research service delivery, including risk management, quality assurance and performance monitoring. • Knowledge of budget management, financial monitoring and resource allocation. • Knowledge of people management, service planning, modernisation and continuous improvement. • Understanding of current and emerging developments in research and innovation.	Assessed at interview

DESIRABLE CRITERIA		
Desirable criteria will ONLY be used where it is necessary to introduce additional job-related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these.		
Experience	Experience of working in Primary Care.	Shortlisting by Application Form
Qualifications	Relevant Research/Project Management/ Leadership modules or qualifications.	Shortlisting by Application Form

Applicants please note:

Whilst elements of the essential criteria of the Personnel Specification will form the basis for shortlisting, these may become more stringent by introduction of desirable criteria (if stated).

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting. Failure to provide evidence of the required qualifications prior to taking up the post will result in the offer of employment being withdrawn.

Appointments may be subject to assessment by the Occupational Health Service.

RECRUITMENT PROCESS

Process	Dates
Applications Open	Friday 6th November 2026
Applications Close	12 noon, Friday 20th November 2026 Your completed application should be emailed to recruitment@easternfsu.co.uk Late applications cannot be accepted.
Anticipated Interview date	Tuesday 1st December 2026

PRE-EMPLOYMENT CHECKS

The following pre-employment checks will be carried out prior to appointing someone to a post:

References

All appointments are subject to two satisfactory references being received. One of your references must be from your most recent employer and be provided by a referee in a supervisory/managerial capacity. **References will be requested only after a job offer has been made**.

Professional Registration/Qualification Checks/Verification of Identity

The Human Resources Team will carry out checks to confirm any professional registration and qualifications which are listed as essential in the Personnel Specification. Proof of qualifications and/or professional registration will be required if an offer of employment is made. If successful, appointees will also be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g. Passport/travel documents**.**

Access NI Checks

As part of the Recruitment and Selection process it may be necessary to carry out a Disclosure Check through Access NI before any appointment to this post can be confirmed.

The above checks must be completed before an appointee

commences employment.

A criminal record will not necessarily be a bar to obtaining a position.

The GP Federation Support Unit has a policy on the recruitment of ex-offenders and a policy on the secure handling, use, storage, and retention of disclosure information. Both policies are available to all applicants on request. Please contact recruitment@easternfsu.co.uk

The GP Federation Support Unit adheres to the Access NI Code of Practice, please see:

https://www.nidirect.gov.uk/publications/accessnicode-practice

GUIDANCE FOR SUBMITTING YOUR APPLICATION FORM

- All sections of the application form must be completed in full.
- Please note shortlisting will be carried out based on the criteria set out in the Personnel Specification, using solely the information you provide on the application form. Therefore, you must ensure that your application form clearly indicates how you meet the criteria stated in the Personnel Specification, as failure to do so may result in your not being shortlisted.
- For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts).
- Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each criterion is marked separately.
- Please note that essential and where relevant, desirable criteria may be used at shortlisting. Applicants should therefore make it clear on their application form whether they meet the desirable criteria, as per the Personnel Specification. Failure to do so may result in you not being shortlisted.

Candidates with a Disability

GP Federations are committed to ensuring that applicants with a disability have equality of opportunity and are considered solely on their merits. Therefore, if you require any assistance/reasonable adjustments during the recruitment process, please give details on your application form in the relevant section.

If you would like to speak to someone about reasonable adjustments, please contact recruitment@easternfsu.co.uk

OVERVIEW OF TERMS AND CONDITIONS

Eastern FSU offers a competitive remuneration package and terms & conditions of employment. In addition to the items listed below, Eastern FSU offers occupational maternity, paternity, and adoption pay, as well as an occupational sick pay scheme.

Hours of Work

The standard hours of work are 37.5 hours per week.

Hybrid Working

Eastern FSU offer hybrid working currently comprised of 3 days office working and 2 days working from home (if desired) and dependent upon business requirements.

Annual Holidays

The holiday year runs from 1 April to 31 March. If you are in the service of the Federation on 1 April in any year, entitlement to annual leave with pay in that leave year will be 27 days in addition to statutory and bank holidays as specified below (annual leave will be allocated on a pro rata basis for part- time staff).

Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years' service with the Federation, and 33 days per annum pro rata after 10 years' service.

Statutory Holidays

You will receive 10 Statutory (Public) Holidays with pay. Part-time staff will receive a pro rata proportion of the bank holiday entitlement regardless of the days on which they are required to work. When the public holiday falls on a Saturday or Sunday; the 'substitute day' is normally the following Monday.

Pension

This post will be pensionable from the date of commencement of employment. GP Federations have access to the HSC Pension Scheme as the company pension scheme, and appointees will be automatically enrolled into this scheme providing they meet the relevant criteria. Employer contribution rate of 23.2% - please see https://hscpensions.hscni.net/

Continuous Service

Please note previous service with HSC/NHS/General Practice employers will be recognised for determining entitlement for both annual leave, maternity pay and occupational sick leave.

Probation Period

The appointment is subject to a six-month probationary period, during which time performance will be monitored.