EASTERN
FEDERATION
SUPPORT UNIT

APPLICANT INFORMATION PACK

Nurse Manager - Primary Care Research Northern Ireland (PCRNI)

JOB REF: NM/2026/34

CONTENTS

- Introductory Information on GP Federations, Eastern FSU and Primary Care Research Northern Ireland
- Job Description and Person Specification
- Recruitment Process
- Pre-employment Checks
- Notes for completing/submitting your application form
- Appendix A- Overview of Terms & Conditions

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, Eastern FSU 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 of 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:	Nurse 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, 1 Bradford Court, Belfast, BT8 6RB / Hybrid Working with travel to general practice sites within Northern Ireland.
REPORTS TO:	Clinical Director**,** PCRNI
RESPONSIBLE TO:	Director of Nursing, Eastern FSU
SALARY:	£43,742 - £54,710 per annum (Band 7)
HOURS:	Full-time, 37.5 hrs per week

JOB SUMMARY/ MAIN PURPOSE

The Nurse Manager will provide clinical leadership, oversight and support to the PCRNI nursing team involved in the clinical delivery of research trials across Northern Ireland, working closely with GP practices, researchers and key stakeholders to facilitate the successful delivery of research studies. The postholder will lead on site engagement and recruitment, support participant recruitment, oversee research quality assurance and data management, including the Primary Care EDGE portfolio, and contribute to the development and implementation of the PCRNI research strategy. The role will promote research participation, strengthen primary care research capacity and ensure studies are delivered safely, effectively and in accordance with relevant regulatory, governance and quality standards.

KEY RELATIONSHIPS

- Clinical Director, PCRNI
- GP Research Lead(s)
- Primary Care Research Team
- Primary Care Research Manager
- Research Host Sites
- Director of Nursing, EFSU

Clinical Leadership and Research Delivery

- Provide clinical leadership and operational management to the research nursing team and supporting other clinical staff delivering PCRNI Primary Care studies across Northern Ireland.
- Oversee the safe and effective delivery of the research portfolio, ensuring practice compliance with approved study protocols, regulatory requirements and research governance standards.
- Coordinate staffing, workloads and resources to meet study requirements, recruitment targets and service priorities, addressing operational challenges and escalating risks to the Clinical Director and Primary Care Research Manager as required.
- Provide clinical supervision and professional support to research nursing staff, ensuring appropriate training, competence and practice within professional scope of responsibility.
- Support the Clinical Lead in implementing new studies and operational work programmes, ensuring appropriate staffing, training and readiness for delivery.

Primary Care Research Development and Site Recruitment

- Develop relationships with GP practices and other primary care sites to expand participation in PCRNI Primary Care research.
- Contribute to the identification, assessment and recruitment of suitable research sites, evaluating feasibility, capacity, staffing, and operational requirements.
- Support practices to navigate study adoption and the processes for obtaining relevant permissions and approvals.
- Coordinate participant identification, screening, recruitment and follow-up in accordance with approved study protocols and ethical requirements.
- Identify barriers to practice research participation and work with GP Leads, researchers and relevant stakeholders to develop solutions that improve site engagement and participant recruitment.

Research Quality Assurance, Governance and Data Management

- Develop, implement and review clinical standard operating procedures, guidance and quality assurance systems to promote consistent, safe and effective research delivery.
- Oversee the accuracy, completeness and timeliness of research data and records, including clinical information, physiological measurements, biological

samples, questionnaires and research activity recorded within approved systems.

- Ensuring accurate and timely maintenance of portfolio and site information., ensuring that this complies with the data governance requirements of EFSU Manage and feeds into Edge portfolio
- Ensure compliance with Good Clinical Practice, data protection, confidentiality and applicable research governance requirements, including appropriate reporting of clinical incidents, adverse events and protocol deviations.
- Support onsite and team reviews, sponsor monitoring visits, audits and inspections, addressing findings and escalating significant clinical, operational, data quality or regulatory concerns.

Supporting GP Practices

- Provide specialist clinical and operational advice to participating practices on the practical requirements of undertaking primary care research.
- Build effective working relationships with GPs, practice managers, practice nurses and other primary care professionals to support research delivery within routine services.
- Coordinate study implementation within practices, ensuring appropriate training, equipment, study documentation, recruitment processes and operational arrangements are in place.
- Undertake site visits and provide ongoing support to monitor delivery, resolve issues, promote participant safety and maintain research quality.
- Support practices to improve participant recruitment and retention while minimising disruption to routine primary care services.

Clinical Research Network Development

- Support the Clinical Leads and Primary Care Research Manager in developing the PCRNI network, strengthening research capacity and establishing consistent approaches to research delivery across participating sites.
- Facilitate education, training and development activities for nursing team that supports staff knowledge of research methods, Good Clinical Practice, legislation and governance requirements.
- Contribute to patient and public involvement (PPI), ensuring patient and carer perspectives inform research design, delivery and dissemination.

- Represent PCRNI at relevant meetings, professional forums and conferences, and prepare or present research papers, reports and presentations as required.
- Deputise for the PCRNI Primary Care Clinical Leads when required, within the postholder's competence, delegated authority and professional scope of practice.

Research Strategy and Service Planning

- Contribute to the development and implementation of the PCRNI Primary Care research strategy in collaboration with the Clinical Lead, GP Leads, and the Primary Care Research Manager.
- Support the development of sustainable research infrastructure, workforce arrangements and operational capacity across the network.
- Monitor research activity, site engagement, recruitment, retention and study progress against agreed targets, identifying underperformance and implementing improvement plans and report KPIs to the Primary Care Research manager as required.
- Assess the implications of research studies for primary care services, identifying workforce capacity and service delivery risks and recommending appropriate mitigations.
- Contribute to service planning, risk management and continuous improvement to support the sustainable expansion of primary care research and alignment with local and national priorities.

Communication, Partnership Working and Integration

- Develop and maintain effective partnerships with researchers, sponsors, funding bodies, universities, research organisations, NICRN networks and other relevant stakeholders.
- Promote PCRNI Primary Care research opportunities, achievements and patient benefits across primary care and the wider research community.
- Work with communications colleagues to develop and disseminate information, guidance and promotional materials that support practice engagement and participant recruitment.
- Coordinate engagement activities, including site visits, practice meetings, recruitment events and conferences, to strengthen relationships and increase research participation.
- Prepare and present reports, performance updates and recommendations to relevant management, clinical and governance forums.

Professional Responsibilities

- Maintain professional registration, practise in accordance with the relevant professional code and work within professional scope of practice.
- Maintain up-to-date knowledge of clinical research, Good Clinical Practice, research governance, data protection and relevant regulatory requirements.
- Undertake mandatory, statutory and role-specific training, maintain professional development records and participate in appraisal and clinical supervision arrangements.
- Promote equality, diversity, inclusion, participant dignity, safety and confidentiality, alongside a culture of professional accountability, learning and continuous improvement.
- Undertake other duties appropriate to the grade and nature of the post, as agreed with the line manager.
- Work collaboratively with PCRNI colleagues, NICRN, EFSU and the Head of Finance and Governance, as appropriate, to participate in research governance reviews and assessments and support compliance with applicable organisational policies. Identify and escalate data governance risks and contribute to the implementation and monitoring of appropriate corrective actions.

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

Post: Nurse Manager - Primary Care Research Northern Ireland (PCRNI)

NOTE TO APPLICANTS:

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note Eastern FSU reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

ESSENTIAL CRITERIA	
The following criteria will initially be measured at shortlisting stage through the application form but may also be further explored during the interview/selection stage.	
Qualifications, Training & Experience	• Registered Adult Nurse, live on NMC register. **AND** • A minimum of 3 years post qualifying experience at Band 6 level or equivalent.
	• Significant post-registration clinical experience, including clinical research delivery and coordination within a healthcare setting. • Experience of working within a multi-professional team, including line management of staff and providing clinical leadership to nursing and multidisciplinary teams. • Knowledge of Good Clinical Practice and Research Governance.
Other (e.g. Driving etc.)	• Full current driving licence (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 training post in full.

	***This relates only to any person who has declared that they have a disability that debars them from driving*. • Ability to work flexible hours on an occasional basis as required.

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.	
	• Postgraduate qualification in clinical research, research management, leadership or a relevant healthcare discipline. • Experience of research delivery within general practice or primary care settings

ESSENTIAL CRITERIA: To be tested at Interview	
Knowledge, Skills & Abilities	• Knowledge of Good Clinical Practice (GCP), research governance, informed consent, participant safety and relevant regulatory requirements. • Experience of monitoring performance, managing competing priorities and resolving operational issues. • Understanding of clinical research processes, including study feasibility, site selection, participant recruitment and data collection. • Excellent organisational, planning and workload management skills. • Effective communication, interpersonal and relationship-building skills, with the ability to work with a range of clinical and non-clinical stakeholders. • Ability to analyse information, identify risks and implement solutions to improve research delivery. • Ability to work independently, exercise sound clinical judgement and escalate concerns appropriately. • Competent in using IT systems and maintaining accurate clinical and research records.

APPLICANTS, PLEASE NOTE

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Where educational/professional qualifications form part of the criteria you will be required,

Failure to produce evidence will result in a non-appointment.

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

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
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 have knowledge of your present work/or most recent employment & be 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 be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g. Passport/travel documents.

Health Assessment

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

Access NI Checks

As part of the Recruitment and Selection process it may be necessary to carry out an Enhanced 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 AccessNI 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 you 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.

Submission of Application Forms

Your completed application should be emailed to recruitment@easternfsu.co.uk

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.

Late Applications Please note:

- It is your responsibility to check that your application has been submitted successfully. The FSU cannot be responsible for any technical problems you may experience and is not obliged to accept a

late application from you in these circumstances.

- Additional information may not be included on your application after the closing date/time.

We are an Equal Opportunities Employer

APPENDIX A –

OVERVIEW OF TERMS & CONDITIONS

Eastern FSU offers a competitive remuneration package and terms and conditions of employment. Our employment practices and policies adhere to all relevant employment legislation, and we are committed to promoting diversity and equality of opportunity in employment for our staff. As well as the items listed below, Eastern FSU offers occupational maternity, paternity, and adoption pay, and 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 for office-based staff (if desired). Arrangements will be subject to satisfaction of the needs of the role.

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.

Continuous Service

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

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/

Probation Period

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