

**EASTERN  
FEDERATION  
SUPPORT UNIT**



# **APPLICANT INFORMATION PACK**

## **NICRN Project Manager**

*JOB REF: PM/2025/24*



## 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
- Job description and Person specification
- Overview of the terms & conditions of employment
- An outline of the Recruitment process
- Guidance notes which should assist you in the completion of your application form

## 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.

### The Federation Support Units (FSUs)

All 17 Federations are supported by 1 of 4 FSUs. Each FSU has been designed to provide Federation members with support, advice and expertise in the design and delivery of service provision. FSU functions include central management expertise, planning, accounting, communication, corporate governance and human resources. In some instances, these services will be outsourced. The core purpose of the FSU is to ensure that clinicians are free to focus on ensuring that they provide the best clinical outcomes for their patients, while improving the quality of care that they receive.

## 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/>

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

### **GP Community Interest Companies (GPCICs)**

In 2022, in response to a rapid increase in GP contract hand backs threatening the stability of General Medical Services (GMS), Eastern FSU held discussions with Federation Support Unit Chairs, the Royal College of General Practitioners (RCGP) and the Northern Ireland GP Committee (NIGPC). Discussions were in relation to working together to take a more proactive approach in applying for and taking on contracts for GP Practices returned to the Strategic Planning and Performance Group (SPPG). This resulted in not-for-profit GP Community Interest Companies (GP CICs) being established, taking on several Practice contracts.

GP CICs facilitate the ongoing delivery of GMS services to patients and support the sustainability of each individual practice to be viable on a longer term, stand-alone basis.

Since January 2023, Eastern FSU has provided corporate affairs and practice management support to the FSU GP Management CIC company.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Regional Primary Care Research Project Manager
<b>LOCATION:</b>	Hybrid Working - Eastern FSU, 1 Bradford Court, Belfast/ Homeworking with regular travel to general practice sites across Northern Ireland.
<b>REPORTS TO:</b>	Head of Service Delivery, Eastern FSU
<b>RESPONSIBLE TO:</b>	Clinical Director Primary Care Research Services
<b>SALARY SCALE:</b>	£46,148 - £52,809 per annum
<b>DURATION:</b>	2- year fixed term contract in the first instance with possibility of permanency. Secondments will be considered.

### **Background**

The Northern Ireland Clinical Research Network Primary Care (NICRN PC) is an integral component of the Northern Ireland Clinical Research Network (NICRN). It aims to offer people and researchers in Northern Ireland the opportunity to become involved in high quality clinical research studies in the areas of prevention, diagnosis, treatment, and health care delivery in the community. The Network covers all of Northern Ireland with a population of ~1.9 million. The NICRN was established to support research delivery in Northern Ireland and aims to improve the speed, quality, and integration of research, ultimately resulting in improved patient care. The NICRN PC works closely with the UK-wide research delivery networks in Primary Care.

The Project Manager will be based within the Eastern Federation Support Unit (eFSU) and will work closely with all GP Federations and the other FSUs, and with officers, nurses and other groups within the NICRN.

### **JOB SUMMARY**

Operating at a strategic and operational level the NICRN PC Research Project Manager is responsible for the establishment, development and scaling up of the NICRN PC group for the delivery of research projects within a primary care setting across Northern Ireland. Among the responsibilities the appointee will need to have an understanding of delivery of research studies, ensuring compliance with regulatory standards, and steps required to build long term research capacity across primary care in Northern Ireland.

The post holder will work with a variety of stakeholders – including General Practitioners, other healthcare staff and academics to ensure the delivery of high-quality research that informs patient

care and service improvement. Alongside professionals from the Eastern Federation Support Unit, the Northern Ireland Clinical Research Network and the Public Health Agency, the postholder will manage and oversee budgets, ensure ethical compliance, and monitor performance metrics against national research targets.

## KEY RELATIONSHIPS

- Director Primary Care Research
- Head of Service Delivery, Eastern FSU
- Primary Care Clinical Nurse Research Manager
- Regional GP Clinical Leads
- Northern Ireland Clinical Research Network
- Public Health Agency
- Chief Executive, FSU
- Head of Finance & Governance
- Finance Manager, FSU
- Chair of each Federation Executive Board
- Federation Board members and Federation GPs Leads
- Federation Service Leads
- Other members and primary care professionals within the Federation
- Practice Managers within Federation

## MAIN DUTIES AND RESPONSIBILITIES

- Lead and manage projects, ensuring they are completed on time, within scope, and within budget.
- Collaborate with different teams, including external stakeholders to define project objectives, deliverables, and timelines.
- Develop detailed and robust project plans, including resource allocation, risk management and mitigation, and stakeholder communication strategies.
- Lead and motivate stakeholders to maintain engagement throughout the project
- Lead on the development of **Investment Proposal Templates (IPTs)** and comprehensive **business cases** to support funding applications. Complete Post Project evaluation templates (PPE) as determined by funders
- Monitor project progress and performance, identifying and addressing any issues or risks that arise.
- Maintain and update relevant risk logs associated with projects which will feed into the organisational risk register following escalation protocol
- Be responsible for financial and progress reporting
- Provide regular updates and insights to senior leadership through project highlight reports, enabling informed decision-making and timely escalation
- Ensure all projects align with strategic goals and priorities.

- Champion continuous improvement and innovation across project teams, embedding best practices and lessons learned.
- Present the projects at relevant meetings and events, including meetings within partner governance or project frameworks, as required.
- Lead and deliver the implementation of allocated funding projects and support implementation across Northern Ireland
- Establish and maintain effective governance structures to support primary care research project delivery, accountability, and assurance.
- Manage systems and processes for monitoring, review of projects and associated performance milestone delivery, escalation of risks and issues and targeting of mitigating action.
- Develop and refine delivery strategies, ensuring adaptability to evolving priorities and stakeholder needs.
- Produce documentation and reports in line with FSU/NICRN/Commissioner/Funder Standards as appropriate. Report project progress through highlight reports.
- Collaborate effectively with internal and external stakeholders in the implementation of the project.
- Liaise with Lead Nurse and other key project staff to ensure that project deliverables are coordinated and duplication is avoided where possible.
- Support the development, review and update of research project policies and procedures and Standard Operating Procedures (SOPs).

## **Financial & Resource Management**

- Identify resources required for successful delivery of the project.
- Monitor overall progress and use of resources, initiating prompt and effective corrective action as and when necessary.
- Manage and monitor all aspects of project budgets including income and expenditure throughout the project.
- Set up project and programme structures for the effective management, quality assurance and reporting of projects and programmes as required.
- Participate in Post Project Evaluations and Project Reviews to assess how well the Project was managed; follow up on 'lessons learned' and other actions.

## **RECORDS MANAGEMENT**

All employees of GP Federations and Federation Support Unit are responsible to their Chair for all records held, created, or used as part of their business including corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Information Regulations 2004 and the Data Protection Act 1998 and General Data Protection Regulation (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**

**Please note that the GP Federations and FSU operate a “No Smoking” Policy and all employees MUST comply with this.**

## **Personnel Specification**

### **Job Title: Primary Care Research Project Manager**

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.

<b>ESSENTIAL CRITERIA</b>
<b>EDUCATION, TRAINING &amp; QUALIFICATIONS:</b>
<p>1. 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</p> <p><b>OR</b></p> <p>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</p>
<b>KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED:</b>
<p>2. Knowledge and experience of project management skills including developing Investment Proposal Templates/ Business Cases, securing funding, risk management, performance monitoring, and reporting.</p>
<p>3. Demonstrable experience of managing large project budgets, including financial planning, tracking income and expenditure, and producing high level reports for senior managers</p>
<p>4. Strong understanding of governance, ethical compliance, and regulatory frameworks within research.</p>
<p>5. Experience of engaging and working collaboratively with multidisciplinary stakeholders across different levels and professional backgrounds, building positive relationships to support project and service delivery</p>
<p>6. The post holder may be required to travel throughout Northern Ireland and, on occasions elsewhere. 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.</p> <p>·</p> <p>(** this relates only to any person who has declared that they have a disability, which debars them from driving)</p>



**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.*

7. Experience in a project management role involving research working within primary care/HSC/NHS

8. Certification in PRINCE2, Agile, or equivalent project management methodology

**ESSENTIAL CRITERIA TO BE TESTED AT INTERVIEW**

9. Ability to work autonomously, planning and organising tasks effectively

10. Experience of having successfully used a wide range of communication skills diplomacy to establish effective working relationships with a range of external and internal stakeholders.

**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.**

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## Overview of Terms & 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.

## Recruitment Process

Process	Dates
<b>Applications Open</b>	23 <sup>rd</sup> September 2025
<b>Close applications</b>	12 noon, 7 <sup>th</sup> October 2025  Your completed application should be emailed to <a href="mailto:recruitment@easternfsu.co.uk">recruitment@easternfsu.co.uk</a>  Late applications cannot be accepted.
<b>Anticipated Interview date</b>	TBC

### Reserve / Waiting list.

A 6-month waiting/reserve list for further roles may be compiled.

## 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](mailto: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 Notes for completing / 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 Angela Emmett, HR Officer by emailing [angela.emmett@easternfsu.co.uk](mailto:angela.emmett@easternfsu.co.uk)