**Head of Research and Access**

***A key role in the global search and fight for treatments and access to health care in MS***

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| **Contract** | Full time or four days per week |
| **Salary** | £45,000 (pro rata) dependent on experience plus contributory pension (6% employer, 3% employee). |
| **Location** | Skyline House, 200 Union Street, London, SE1 0LX |
| **Relationships** | Reports to the Deputy CEO and works closely with the CEO, International Medical and Scientific Board (IMSB), Research Staff Network, Secretariat staff, member organisations and external agencies |
| **Reports** | International Research Officer; International Evidence Manager and possibly additional fixed term staff depending on projects; Responsible for managing the contract with the International Consultant - Access to Treatment |
| **Job Purpose** | Lead MSIF’s and the MSIF Movement’s development and implementation of strategies, membership collaborations and activities towards our aims of better scientific understanding of and treatments for MS and improved access to treatment and health care. Inspire members, the clinical and research communities and other stakeholders to join us in working towards those aims. |

**Principal Responsibilities and Tasks:**

* Lead on development and implementation of strategies for research and access, and ensure project plans and budgets are aligned with MSIF’s mission and overall strategy;
* Develop processes for setting, measuring and monitoring standards, and for feedback;
* Ensure expenditure is managed and controlled within agreed budgets;
* Ensure the active involvement of people affected by MS in all aspects of the programmes;
* Be key point of contact with and foster the relationship with the Chair and Vice Chair of the IMSB and its members;
* Convene, facilitate and lead the Research Staff Network and chair their meetings;
* Ensure the membership’s ownership of and contributions to projects, through convening and consensus building, coordination and liaison with membership working groups; and ensure representation and involvement in decision making from a variety of members, large and small;
* Judge which projects can best be undertaken by members or by the MSIF Secretariat;
* Manage and develop direct-report staff and consultants in accordance with MSIF’s management philosophy and ensure fair and consistent implementation of personnel policies;
* Ensure regular liaison with the MSIF Board Champions (each aim in the MSIF strategy has two Board members assigned who ‘champion’ the aim within the Board of trustees) for the 2 strategic aims;
* Lead recruitment for staff and consultants in the research and access programmes;
* Ensure implementation of specific projects within the programme, such as the Atlas of MS;
* Work with other Heads to implement cross-aim projects and ensure that research and access aims are aligned with other aims so that the programmes benefit each other;
* Work closely with the Director of Fundraising and Engagement to ensure support for the fundraising process in relation to projects and activities in the programmes.

**Oversee MSIF’s research coordination programme**

**Key responsibilities**

* Manage the International Research Officer, International Evidence Manager and relevant fixed term staff;
* Lead /convene international conference calls where relevant;
* Represent the global MSIF movement at international meetings in relation to its research and clinical activities;
* Build close partnerships with those leading the comparable areas in the member organisations, such as heads of research and policy, or external relations departments;
* Ensure relationships with regional bodies on research in MS (TRIMS) and with the WHO;
* Play a convening/support/facilitations role in research work groups, e.g. refining Terms of Reference, ensuring engagement and full participation from attendees, ensuring all global voices are heard;
* Ensure MSIF’s research related input in the International Progressive MS Alliance and participate as appropriate in its relevant bodies, meetings and conferences;
* Support MSIF’s Head of International Communications and Campaigns to ensure high quality accurate, internationally relevant content for resources in support of informed decision making by people with and affected by MS;
* Ensure the development of collective statements, providing a common voice for the MSIF movement on clinical or research issues around which there is a need for clarification and information. Ensure the involvement of the IMSB and the Research Staff Network.

**Oversee MSIF’s Access to Treatments and Healthcare Programme**

**Key responsibilities:**

* Manage the contract and relationship with, and provide a sounding board for the International Consultant - Access to Treatments (based in Hong Kong) and oversee the work of relevant direct-report fixed term staff;
* Together with the International Consultant and others in the Secretariat, develop long term plans for a programme of work on access to healthcare and treatment and lead /convene international conference calls where appropriate;
* Together/in parallel with other MSIF staff and the International Consultant build close partnerships with those leading comparable areas in the member organisations, such as heads of advocacy and policy, or external relations departments;
* Support the International Consultant, in building on existing relationships and developing new ones with the WHO and other relevant governmental and non-governmental international organisations;
* Support the International Consultant and play a convening/support/facilitations role in work groups in newly developed areas, refining TORs, ensuring engagement and full participation from attendees, ensuring all global voices are heard.

**Oversee the Development of the next Atlas of MS**

The Atlas of MS is a key global information source and advocacy tool for epidemiological, social economic and access related data. This project is led by the International Evidence Manager who works closely with you and also requires a cross-programme team including the International Consultant and Head of Communications and Campaigns.

**Other Duties**

* Support the CEO and Deputy CEO in strategic planning, governance, board relations, membership relations and external representations;
* Attend and support MSIF’s Board Meetings, conferences and similar activities;
* Undertake any other reasonable activities at the request of the Deputy CEO.

*The MSIF Secretariat is a small, friendly office with 18 members of full and part time staff. As a small organisation, there are many opportunities to get involved with international projects outside your core responsibilities. We see our organisation as a place for you to grow and develop and we will support you in that. We put much emphasis on equal opportunities and are flexible in finding job-arrangements that work for you and us. You will be expected to travel internationally for research and other meetings, networking events and to support member organisations.*

**How to apply**

To apply, please initially send a copy of your CV to Tim Hamilton-West at [tim@whitonmaynard.com](mailto:tim@whitonmaynard.com)

The deadline for applications is Wednesday 25th September, 5pm BST

International applicants need to already have the right to employment in the UK. Please state this in your application.

Interviews will take place the week beginning 7th October.

Ideally the candidate should be able to start in November 2019 or at the very least available for several handover sessions with the person in post during late October/early November.

Please note that this role will require some international travel. It is essential that the chosen candidate is able to attend the MSIF Research Coordination Meeting will be held in Washington DC, week commencing 13 January 2020.

**Person specification**

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| **Essential** |
| * Vision, strategic insight and the capability to inspire and mobilise colleagues, the MSIF movement and outside stakeholders. |
| * Experience of managing, motivating, and developing staff and consultants, often remotely. |
| * PhD or equivalent experience, preferably in the biomedical sciences, clinical practice or policy development, preferably related to health. |
| * Experience or knowledge of developing and implementing strategy to influence change (in policy, practice or behaviour), preferably in an international context. |
| * Experience of coordinating complex, collaborative, multi-country projects, including all aspects of the project cycle (planning, delivery, monitoring, evaluation & communication). |
| * Experience of setting and managing budgets. |
| * Evidence of facilitation and cross cultural leadership skills. |
| * Sound analytical skills and ability to grasp scientific research and complex policies and communicate them in an accessible way. |
| * Excellent oral and written communication and interpersonal skills – in person and by distance. |
| * Proven success in building effective partnerships, relationships and teams with a wide range of internal and external stakeholders. |
| * A meticulous eye for detail in all areas of work. |
| * Ability to lead and work confidently and independently using own initiative. Able to work under pressure and prioritise appropriately. |
| **Desirable** |
| * Experience of working for an international, multicultural organisation |
| * Knowledge of and interest in the issues faced by people with MS |
| * Knowledge of health care industry, regulatory bodies, or health economics |
| * Experience of coordinating research funding and grant management |
| * Additional language |
| **Other** |
| * Willingness and ability to travel internationally |
| * Commitment to stay on top of new developments and acquire new skills. |
| * Flexible and cooperative team player. |
| * An international world view and understanding of diverse cultures |
| * An understanding of and alignment to MSIF’s vision, mission and values. |