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# Translate: Me Secondment Scheme

# Arthritis Research UK Opportunity

The Leeds City Region is a driving force for the UK healthcare sector, with world-leading clinical expertise and research and development capacity across its universities, hospitals, healthcare and medical device manufacturing sectors.

**Translate: Medical Technologies in the Leeds City Region** is a partnership of universities in the Leeds City Region with world-class expertise in the development of new medical technologies. It aims to develop nationally leading capability in Medical Technology Innovation in the Leeds City Region, establishing a sustainable community of academic, industry and clinical partners that are connected and committed to working in partnership to deliver a strong local economy and patient benefits. The programme is financed by the HEFCE Catalyst Fund.

**Arthritis Research UK** is the leading authority on arthritis in the UK, conducting scientific and medical research into all types of arthritis and related musculoskeletal conditions. It is the UK’s fourth largest medical research charity and the only charity solely committed to funding high quality research into the cause, treatment and cure of arthritis. For the 10 million people with arthritis in the UK, arthritis attacks what it means to live. Arthritis Research UKinvests in exceptional science that helps people push back the limits these painful conditions place on people’s lives.

# Arthritis Research UK Secondment – Guidelines

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| **Purpose of the scheme** | To develop the innovation skills and translational capability of medical technology researchers in the Leeds City Region. |
| **Secondment opportunity** | Secondment Outline We are seeking a PhD student or post-doctoral researcher (based at one of the Translate partner universities: University of Bradford, University of Huddersfield, Leeds Beckett University, University of Leeds, University of York) to work alongside the Research Liaison and Evaluation, and Research Awards teams at Arthritis Research UK. These teams work closely together to provide information on research funded by Arthritis Research UK.  The teams have the following important functions:  Research Liaison and Engagement: We make sure that news and information emerging from the research directorate, including our research outputs and successes, are clearly translated and provided in a timely manner to the relevant teams across the charity. We also lead on engagement both internally, through blogs and staff development training, and externally, through planned communications with our research community.  Research Evaluation: We evaluate and analyse our research portfolio using a range of techniques, so that we can properly understand our investments and the impact of the research we fund.  Research Involvement: We oversee the involvement of people with arthritis in activity within the research directorate. We have an ambition for people with arthritis to be meaningfully involved across the research cycle.  Research Awards: We are responsible for the awarding, monitoring and evaluating of £100 million worth of arthritis research in the UK.  This secondment would involve joining the team and taking part in various activities.  Examples include:   * Supporting our patient insight partners (people with arthritis who take part in decision making). * providing content for external communications such as the website and newsletters * preparing a variety of written materials for the fundraising and communication departments, external publications and creative agencies. Materials include reports, briefings, FAQ documents and research updates * liaising with researchers for relevant publications, images and arranging meetings * answering basic science questions from the fundraising and communication departments * providing content for internal communications such as blog posts * statistical analysis of the research outcome and output data generated using Researchfish * statistical analysis of parameters related to research impact such as impact factor of publications, leveraged funding etc * assisting with the administration of the grant assessment and awarding process (including supporting the peer review process and helping prepare feedback for applicants) * providing support for and attending funding committee and research strategy meetings.   **Skills developed**  During this secondment you can expect to develop skills including:   * Greater understanding of musculoskeletal disorders * enhanced communication skills to a wide range of audiences * an understanding of the motivations and values of charitable medical research funders * project management skills and an ability to manage multiple projects simultaneously * understanding of the grant funding process (experience of the peer review process, the different types of funding and using a research management database) * experience of patient involvement.   **Secondments can be fully flexible, full- or part-time up to a maximum of three months starting in March 2018**  **The successful candidate will be expected to work from the Arthritis UK office in Chesterfield, Derbyshire.** |
| **Funding** | Funding (up to a max of **£2.5K\***) is available to cover the following costs:   * Travel to/from the host organisation * Accommodation and subsistence costs for the duration of the secondment   Other associated costs will be considered on a case-by-case basis.    Please note that this scheme does **not** provide funding for conference attendance, electronic equipment (such as laptops), or salary costs.  (\*Applicants are encouraged to seek co-funding from, for example, their host university - where appropriate.) |
| **How to apply** | A completed **application form and** **copy of your CV** should be emailed or posted to:  Translate Medtech - X101 Medical and Biological Engineering - University of Leeds - Leeds LS2 9JT – [hello@translate-medtech.ac.uk](mailto:hello@translate-medtech.ac.uk)  Completed applications must be received by **5pm on Wednesday 31st January 2018** |
| **Assessment process** | Applications will be assessed by representatives from Arthritis Research UK and the Translate programme.  We will consider the following:   * Acquisition of new knowledge and skills * Impact on career development * Benefits to your research group or immediate community * Benefits for the host organisation * Development of new collaborations   The successful secondee would be required to demonstrate the following skills:   * An undergraduate qualification in a relevant discipline * ability to summarise scientific and technical detail in an accessible format * ability to engage with patient- expert, scientific and medical community at all levels * excellent organisational and time management skills * attention to detail and high standards of accuracy * excellent inter-personal skills * ability to work on own initiative * ability to work effectively as part of a team and individually * competent IT Skills * a sensitive attitude when dealing with confidential information. |
| **Conditions of award** | The successful candidate will be required to:   * Attend two Translate workshops/events * Provide a final report (template to be provided) * Provide a minimum of three blog posts about their secondment for the Translate website   S/he may also be invited to present at Translate events. |
| **Further information** | For further information, please contact: Dr Danielle Miles, Translate Technology Innovation Manager    Email: [d.e.miles@leeds.ac.uk](mailto:d.e.miles@leeds.ac.uk) Tel: 0113 34 30921 |

### Arthritis Research UK Secondment – Application Form

## APPLICANT DETAILS:

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Job title / role** |  |
| **Research group** |  |
| **University** |  |
| **Email address** |  |
| **Line manager / supervisor** |  |

If your secondment is approved, it will be necessary to obtain a collaboration agreement before funds can be released. It will also be a condition of funding that relevant Health and Safety procedures are put in place to support your secondment.

## DURATION / START:

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| **Please indicate your preferred start date:** |  |

## BENEFITS OF SECONDMENT:

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| **Please provide an outline of the anticipated benefits of the secondment in terms of personal development, benefits to your immediate research community, and benefits to the host organisation.** (Max 500 words.) |

## FUNDING REQUESTED:

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| **Travel** |  |
| **Accommodation / Subsistence** |  |
| **Other** (please specify) |  |
| **TOTAL** |  |

## SIGNATURES:

|  |  |
| --- | --- |
| **Applicant:** | **Date:** |
| **Line manager / supervisor:** | **Date:** |