



Job title	Research Coordinator	Job family and level	Administrative, Professional and Managerial Level 3
School	School of Medicine Academic Unit of Lifespan and Population Health	Location	University of Nottingham

Purpose of role

The purpose of the role is to provide administrative support to an innovative study that will address current evidence gaps in the National Institute for Health and Care Excellence (NICE) treatment guidelines for children with a genetic condition that causes high cholesterol and can result in early onset heart disease. The study, called the Paediatric Familial Hypercholesterolaemia Register Study (PFHR Study), is funded by the National Institute for Health and Care Research Health Technology Assessment (NIHR HTA).

The role will primarily be as an independent coordinator responsible for planning, administering, managing and reporting of NIHR HTA study. This will require regular interaction with and coordination between academic partners, health professional partners within the National Health Service (NHS), patient and public involvement and engagement (PPIE) partners, and research participants. You will be part of the Primary Care Stratified Medicine (PRISM) research group in the School of Medicine and as such will also support other related PRISM research as needed. You will work through a Business Partner model delivery service to the School

The duties and percentage time allocation provide an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post. You will be expected to work flexibly to support the PRISM research group.

The School of Medicine recognises the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Research administration	75%

	<ul style="list-style-type: none"> ▪ Independently coordinate and be responsible for the administrative support provision for pre-award and post-award activity of the NIHR HTA grant. This will include administration using the University's Research Information System (RIS) service, support provided to the relevant stakeholders, costing support, data management and data entry. It will also include process flow management, follow up and multi-tasking to ensure timelines and outputs are met/delivered ▪ Proactively collaborate with a wide group of stakeholders to ensure support levels are delivered and maintained ▪ Provide effective support to the research in life activity in the School. This will include more complex human resources (HR), purchasing, operational and administrative outputs associated with managing life awards in partnership with dedicated University central services using the administrative and financial software used in the University ▪ Management of the PFHR Study including interaction with partners within and outside the University and research participants where necessary, to ensure progress targets are met 	
2	<p>General support</p> <ul style="list-style-type: none"> ▪ Coordinating committees, meetings or other collective activity, following up on actions and managing documentation ▪ Supporting research outputs including organising events, committees and general support of office outputs and administration ▪ Various research reporting requirements ▪ Develop and maintain relevant databases and spreadsheets which may include personnel data, research data, or other Data management and adherence with GDPR requirements. ▪ Reporting outcomes, progress and follow up of complex processes ▪ Collaborating with stakeholders, internal and external to the team, in research development outputs including partnership engagement, contract review, document preparation etc. ▪ Lead on projects and activities to drive common objectives as defined by team or area ▪ Review and adjust processes, procedures and ways of working to improve effectiveness using lean principles 	25%
	<ul style="list-style-type: none"> ▪ Any other duties appropriate to the role and level 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills ▪ Excellent numeracy skills ▪ Excellent attention to detail ▪ Ability and willingness to learn new skills and procedures ▪ Ability to summarise complex documentation ▪ Excellent interpersonal and organisational skills ▪ Evidence of a high degree of personal initiative, responsibility and self-motivation, with a proactive approach to problem solving ▪ Evidence of excellent proactive organisational, planning and time management skills. ▪ Recent evidence demonstrates ability to manage a demanding workload involving multiple projects/project arms with accuracy and a high attention to detail despite competing priorities and challenging deadlines ▪ Recent evidence of research project delivery on projects working across academia and/or within the NHS ▪ Ability to build relationships with individuals and representatives of external organisations ▪ Recent evidence of working with minimal supervision 	<ul style="list-style-type: none"> ▪ Detailed knowledge and experience of the development of funding proposals for medical/science research and development

	<ul style="list-style-type: none"> ▪ Recent evidence of planning, managing and coordinating projects and/or activities ▪ Proven ability to work in a team environment, supporting colleagues and sharing expertise ▪ Willingness to learn new skills and procedures ▪ Excellent customer relations ▪ High levels of resilience ▪ Ability to deal with a change ▪ Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge 	
<p>Knowledge and experience</p>	<ul style="list-style-type: none"> ▪ Recent evidence of working accurately with finance or numerical data ▪ Knowledge and awareness of the research life cycle ▪ Excellent knowledge of MS Office 365 suite (Teams, Outlook, Word and Excel) ▪ Significant relevant office experience ▪ Recent evidence of planning and prioritising own workload in response to differing needed and delivering to tight deadlines ▪ Experience of financial procedures relating to research grants ▪ Experience of database management related to research grants ▪ Recent evidence of managing funded research grants, including working with different stakeholders 	<ul style="list-style-type: none"> ▪ Significant office experience within Higher Education or other equivalent education environment ▪ Experience of Higher Education research project budgets and finances ▪ Experience of working with Higher Education research systems such as Agresso, Worktribe Research Information System (RIS) ▪ Experience of using the RedCAP study management software ▪ Experience of managing funded grants of research within the healthcare setting (e.g., large NIHR projects) ▪ Experience of Patient and Public Involvement and Engagement

	<ul style="list-style-type: none"> Recent evidence of preparing study documentation for research governance and ethical approval Recent evidence of financially managing large projects using relevant software provided by the employer 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> HNC/HND, or equivalent plus English and Math's at GCSE or equivalent OR Substantial relevant work experience in higher education or NHS research and development 	<ul style="list-style-type: none"> Educated to degree level, or equivalent Lean Six Sigma
Statutory, legal or special requirements	<ul style="list-style-type: none"> Awareness of University, funding bodies/partners procedures, policies, regulations and relevant legislation application to the research life cycle Understanding of standard procedures on data security/GDPR 	<ul style="list-style-type: none"> Understanding, interpretation and application of University, funding bodies/partners procedures, policies, regulations and relevant legislation application to the research life cycle
Other	<ul style="list-style-type: none"> Willingness to adopt the values of the School of Medicine Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area

Key relationships with others

