NETSCC MSA Level 3 (Assistant Research Manager - ARM) Sample Task List

This task list is indicative of the different types of tasks and activities required of and performed by Assistant Research Managers across the different organisational functional areas i.e. ARMs in different functional areas will focus on different aspects of the research management pathway and therefore, tasks will be focussed on delivering these areas of work.

- Lead activity around calls (web adverts) for research funding opportunities, ensuring that research application forms and guidance notes are set up and available; lead on any communication activity around call launches for the programme
- Manage research projects through the final funding ratification or editorial process, ensuring all necessary administrative processes are completed in order to achieve timely project start-up or report publication; raise research project contracts and/or contract variations as part of this process
- Manage the processing of an allocated number of applications/project reports through external peer and editor review; ensuring timely delivery to agreed deadlines
- Manage a portfolio of low risk research projects or project final reports, ensuring compliance with agreed key requirements
- Apply a detailed understanding of specialist, but established, systems, methods, processes or procedures to analyse and resolve related problems; seek out and organise standard material and information for inclusion in reports/documents, and/or to answer internal/external queries
- Manage and deal with enquiries from internal and external stakeholders, escalating complex matters to the appropriate manager, finance or other experts within the organisation where appropriate
- Lead on set up and delivery of advisory committee task timelines, ensuring all paperwork and logistics are in place; lead on the preparation and circulation of meeting papers (in the majority delivered by the team administrators), including agendas and all supporting documents
- Attend external relevant advisory committee meetings / research project site visits; help coordinate the day; take meeting notes
- Contribute to projects and help to plan and prioritise short and medium term work activities