

# Job Description and Person Specification

Last updated: June 2022

## JOB DESCRIPTION

Post title:	<b>Assistant Research Manager</b>		
Academic Unit/Service:	School of Healthcare, Enterprise and Innovation		
Faculty:	Medicine		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
*ERE category:	n/a		
Posts responsible to:	Research Manager or Senior Research Manager		
Posts responsible for:	Administrators (where applicable)		
Post base:	Office-based/Non Office-based (see job hazard analysis)		

Job purpose
Working closely with colleagues within the functional team, to ensure the delivery of defined areas of work and/or project portfolio supporting the Research Management process. To oversee administrative processes and schedule administrative tasks relating to the function.

Key accountabilities/primary responsibilities	% Time
1. To support the delivery, and continuous improvement, of a specified part of the research management pathway	90%
2. To oversee administrative support processes, supervising the work of administrators, to ensure work is completed in an accurate and timely manner. To line manage Administrators if applicable	
3. To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change.	
4. To provide detailed advice and guidance on specialist defined processes and procedures to internal and external customers, using judgement to suggest the most appropriate course of action, and using both face to face, telephone and email contact methods	
5. To perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight and prioritise issues.	

Key accountabilities/primary responsibilities	% Time
6. Where applicable, to organise events, ensuring all activities run efficiently by co-ordinating diaries, booking venues, and supplying relevant information.	
7. To provide support to senior manager(s) where required, which may include the co-ordination of diaries, arranging and servicing meetings, filtering problems and enquiries, drafting and issue of documentation, data gathering, analysis and presentation, organisation of events and attending meetings.	
8. To support the business development opportunities across the School of Healthcare, Enterprise and Innovation	10%
9. Any other duties as allocated by the line manager following consultation with the post holder.	

Internal and external relationships
<p>Internal relationships include:          Liaising with other parts of the School of Healthcare, Enterprise and Innovation, NIHR, Department of Health, University of Southampton</p> <p>External relationships include:          A wide range of customers and stakeholders including researchers, external Advisory committee members, reviewers, evidence users, patients and the public.</p>

Special Requirements
n/a

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.</p> <p>Able to apply a comprehensive understanding of relevant University systems and procedures, and an awareness of activities in the broader work area.</p> <p>Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.</p> <p>Ability to make effective use of standard office computer systems including word-processing and spreadsheets.</p>	<p>Relevant degree (or equivalent qualification or experience).</p> <p>RSA II word-processing (or equivalent qualification or experience).</p> <p>Financial administration/budget monitoring experience.</p>	Application, interview, task
Planning and organising	<p>Able to plan and prioritise a range of one's own, and the team's, standard and non-standard work activities.</p> <p>Ability to successfully plan and deliver administrative projects over a period of several months (e.g. to co-ordinate an event).</p>		Application, interview, task
Problem solving and initiative	<p>Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.</p>		Application, interview, task
Management and teamwork	<p>Able to solicit ideas and opinions to help form specific work plans.</p> <p>Able to positively influence the way a team works together.</p> <p>Able to ensure staff are clear about changing work priorities and service expectations.</p> <p>Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required.</p>	Successful supervisory experience.	Application, interview, task

Communicating and influencing	<p>Able to elicit information to identify specific customer needs.</p> <p>Able to offer proactive advice and guidance.</p> <p>Ability to deal with sensitive information in a confidential manner.</p>		Application, interview, task
School of Healthcare, Enterprise and Innovation Values	<p>Demonstrate the ability to meet and behave in accordance with the WI Values: Collaboration, Delivery, Knowledge and Excellence.</p> <p>Act as an ambassador and role model for the HEI Values.</p> <p>Demonstrate flexibility and professional interest to work across the School of Healthcare, Enterprise and Innovation</p>		Application, interview, task

## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

