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| Last updated: | January 2024 |

**JOB DESCRIPTION**

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| Post title: | **Assistant Research Manager** | | |
| School/Department: | NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC), School of Healthcare, Enterprise and Innovation (HEI) | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| Posts responsible to: | Research Manager or Senior Research Manager | | |
| Posts responsible for: | Administrators (where applicable) | | |
| Post base: | Office-based- Hybrid working options available | | |

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| Job purpose |
| The postholder will work closely with colleagues within part of the research management lifecycle, to ensure the delivery of defined areas of work. This lifecycle covers the identification of important research topics, advertising these and managing the funding process, supporting researchers to apply for funding, contract management of research awards and publication of the funded research.  The postholder will oversee administrative processes, plan, and schedule tasks and complete or delegate these to an administrator. They will ensure tasks are completed accurately and to required timelines |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To support the high-quality delivery, and continuous improvement, of a specified part of the research management lifecycle. | 45% (Split dependent on what team postholder is in) |
|  | To undertake or delegate administrative support processes, ensuring they are completed in an accurate and timely manner. Where applicable, line manage and supervisor administrators |
|  | To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, identifying and making recommendations for improvements and implementing agreed changes. | 40% |
|  | To provide detailed advice and guidance on specialist defined processes and procedures relating to a specific part of the research management lifecycle to internal and external stakeholders, use judgement to suggest the most appropriate course of action. |
|  | Act as an expert on relevant systems, keeping them updated and ensuring the information is of a high quality. Using knowledge of the systems to provide advice to colleagues and external stakeholders, providing them with key information and highlighting any areas of concern. |
|  | Organise events, ensuring all activities run efficiently by co- ordinating diaries, booking venues, and supplying relevant and timely information ensuring all activities run efficiently and all work is provided in a timely manner | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| **Internal relationships include** Members of NETSCC and HEI as well as NIHR Colleagues  **External relationships include** A wide range of stakeholders including: Department of Health and Social Care (DHSC), Medical Research Council (MRC), The National Institute for Health and Care Excellence (NICE), researchers, external Advisory committee members, reviewers, evidence users, patients and the public. |

| Special Requirements |
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| Post holder may be required to undertake planned UK and International travel; to attend meetings, events or conferences |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of A Level, equivalent vocational qualification (NVQ3) or proven work experience, acquired in relevant roles and job-related training.  Able to use complex information systems and an ability to quickly learn new systems applying a comprehensive understanding  Ability to accurately analyse and interpret complex information, presenting a summary in a clear and concise format. |  | Application/Interview |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Ability to successfully plan and deliver administrative projects over a specified timeline |  | Application/Interview |
| Problem solving and initiative | Able to identify and solve problems by applying good judgement and own knowledge.  Apply good judgement on when to tackle some situations in new ways or when to refer to a senior or more experienced colleague.  Able to manage changes in work processes and manage colleagues to ensure those changes are embedded |  | Application/Interview |
| Management and teamwork | Able to work effectively with colleagues to agree priorities, workplans and share tasks.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and team expectations.  Ability to effectively allocate to, and check work of administrators, providing coaching/ training and motivating staff as required. |  | Application/Interview |
| Communicating and influencing | Able to communicate effectively with external stakeholders providing succinct, clear and accurate advice  Able to deal confidently and clearly with Senior Stakeholders to gain their confidence.  Ability to deal with sensitive information in a confidential manner. |  | Application/Interview |
| Other skills and behaviours | Demonstrate behaviour that is consistent with the HEI  Values: Collaboration, Delivery, Knowledge and Excellence.  Demonstrate flexibility in approach to work and professional interest in the work of NETSCC |  | Application/Interview |
| Special requirements | Occasional requirement to work and stay away from Southampton |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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. |
| 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.

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| **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 |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## 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) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| 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 |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |