

JOB DESCRIPTION

RESEARCH COORDINATOR

Location: London
Reports to: Research Manager
Responsible for: Science and Research, Pharmacy Research UK, Professional Development and Support
Grade: 2

Who we are

The Royal Pharmaceutical Society is the professional membership body for pharmacists and pharmacy in Great Britain. We advance the profession of pharmacy for public and patient benefit to secure the future of the profession and our members.

What we do

We lead and promote the advancement of science, practice and education in pharmacy to shape and influence the future delivery of pharmacy driven services.

We support and empower our members to improve health outcomes for society through professional guidance, networks and resources

How we work

We are:

- Focused on delivering for members, patients and the public
- Committed to listening and learning
- Collaborative in our approach to success
- Dedicated to excellence in everything we do

JOB PURPOSE

To assist the Research Team, Pharmacy Research UK and the Professional Development and Support Directorate by providing efficient and effective support.

To support peer review of research funding applications. Provide guidance to members and secretariat support to Pharmacy Research UK Trustees, Scientific Advisory Panel and Committee Panel members.

MAIN ACCOUNTABILITIES

1. To provide day-to-day support to Pharmacy Research UK and the Research Team. Responsibilities include organising meetings, making room bookings, organising catering and refreshments, liaising with Research Manager to prepare agendas, coordinating the preparation and circulation of committee papers, and taking minutes at meetings.
2. Responsible for the coordination of research events. Acting as the main contact for the annual Health Services Research and Pharmacy Practice (HSRPP) conference and the day-to-day management of the event (monitoring budget, oversight of registration process, liaising with host organisation to ensure smooth running of the event, managing the conference abstract peer review process, and providing advice to delegates).
3. Assist in the management of Pharmacy Research UK-funded project grants, awards and bursaries. Responsibilities include responding to queries from applicants, processing and acknowledging receipt of applications, and supporting the peer review of research applications.
4. Assist the Research Team and Pharmacy Research UK in maintaining financial files and records, and the processing of purchase orders and invoices.
5. To be responsible for the development and day-to-day management of research team files and folders (Infopoint team champion, paper based storage, and network moderator for the Science and Research network).
6. Responsible for providing logistical support to Pharmacy Research UK Trustees, Scientific Advisory Panel and Committee members (organising travel and accommodation, and processing expenses).
7. Research Team liaison with the Web Team for the Map of Evidence, including environment tester and database management.
8. Responsible for the ongoing maintenance of the Pharmacy Research UK Twitter account and website, and the Science and Research webpages on the RPS website using a range of content management systems.
9. Database management for Research Ready accreditation process and the Map of Evidence, including acting as research team liaison with Web Team.

This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

SUCCESS MEASURES

- Well planned and managed contribution to processes.
- Good working relationships with external stakeholders
- Production of good quality meeting minutes and other documents when required.
- Keeping processes on track and to deadline.
- Contribution to team achievement

CORE RESPONSIBILITIES FOR THIS JOB

- Personal responsibility
- Managing and developing people
- Managing budgets and resources
- Achieving results/delivering performance
- Problem solving

BEHAVIOURAL COMPETENCIES

Behavioural competency	Level required – ops, mgr, senior mgr
Strategic perspective	Ops
Delivering a member and customer focussed service	Ops
Communication	Ops
Planning and organisation	Ops
Openness to change	Ops
Negotiating and influencing	Ops

KNOWLEDGE & SKILLS FOR THIS JOB

- Graduate calibre, excellent oral and written communication skills (essential)
- Experience of minute taking (essential).
- Good organisational and time management skills (essential)
- Excellent interpersonal skills. (essential)
- High level of computer literacy for creating/maintaining electronic records and desk top publishing (in all Microsoft packages including Word, Power Point, Outlook, and Excel) and knowledge of web content management systems.)(essential)
- Ability to build and maintain relationships with other teams, contractors, and external stakeholders; and flexibly communicate at all levels (essential)
- Previous experience of working in an administrative position (essential)
- Previous experience of working in a charity, or an academic, or research environment (desirable)
- Previous experience of managing projects.
- Budget awareness and previous experience of accounting and financial administration (desirable)

DATE JOB DESCRIPTION AGREED: 10/05/16