

1 Advertisement

Post Title: Research Coordinator

School/department: Brighton and Sussex Medical School

Hours: Full time up to a maximum of 1 FTE

Requests for flexible working options will be considered (subject to business need). This is a hybrid working role with at least three days working on campus.

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21820

Salary: starting at £24,533 to £ 27,979 per annum, pro rata if part time

Placed on: 09 October 2023

Closing date: 01 November 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed.

Expected start date: As soon as possible

Thank you for your interest in working for Brighton and Sussex Medical School. The Research Coordinator will work closely with the School Research Manager and play a vital role in creating and maintaining efficient systems to support research processes and activities.

Please contact Deeptima Massey d.massey@bsms.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#)

www.brighton.ac.uk/jobs www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at

<https://www.bsms.ac.uk/research/publications.aspx>

3. Job Description

Job Description for the post of: Research Coordinator

Department:	N/A
Section/Unit/School:	Brighton and Sussex Medical School
Location:	Brighton, UK
Grade:	4
Responsible to:	Research Manager, BSMS
Responsible for:	Research Manager, BSMS

Job description

Brighton and Sussex Medical School invites applications for the post of Research Coordinator. Primarily based on the University of Sussex campus, the postholder will support and work closely with the School Research Manager to provide comprehensive administrative support for a range of School research (and knowledge exchange) functions ensuring that they operate smoothly. The postholder will be part of a small, attentive and efficient team and serve as a point of crucial contact and link between staff members, internal departments, and external stakeholders.

Please contact Dr Deeptima Massey (d.massey@bsms.ac.uk) for informal enquiries.

PRINCIPAL ACCOUNTABILITIES

In relation to a range of named services or processes, to:

1. Support the successful delivery of research services or research-related processes of the school through effective co-ordination of activities, processes, events and meetings
2. Maintain, publish and disseminate information via appropriate communications to ensure research services and processes are understood, utilised, applied and adhered to
3. To act as the main point of contact for all researchers in the effective and efficient delivery of research services. Assess and triage queries and potential issues, advising on solutions where possible and referring to more senior colleagues, including the School Research Manager, where necessary.
4. Provide support for quality assurance and staff feedback activities

KEY RESPONSIBILITIES

1. Working as part of a team and within the wider institution, in line with local policy and procedure, assist with the planning, scheduling and delivery of research activities, events and meetings including, but not limited to:

- To provide administrative support to School Research Manager in the successful delivery of complete cycle of research and enterprise activities of the school
- To compile agendas, circulate papers, draft minutes and support follow-up actions as appropriate for Research Committee meetings, Research Excellence Framework (REF) and other research-focussed activities
- To develop a strong working relationship with the school's Research Leadership team, the Health Research Partnership team and the Sussex Research Quality and Impact Team
- To proactively raise issues arising in advance for discussion and resolution
- To co-ordinate the delivery of the school's research strategy according to the schedule and in liaison with School Research Manager
- To act as an ambassador for all research services, with a focus on supporting the advancement of school's research portfolio
- To help to ensure that appropriate resources are identified in order to ensure the timely delivery of research-related tasks and activities
- To help raise purchase orders and invoice requests for all expenses associated with the school research budget
- To check and code expenses against the research budget and ensure that costs on research activities are charged to the correct codes

2. Communicating effectively with all internal and external stakeholders

- To publicise research activities, events and meetings to all relevant staff, students and external parties in an effective way, including monitoring attendance, booking venues and catering and sending evaluation forms to participants
- To contribute to the editing of local guidelines ensuring that content relating to own areas of responsibility is up-to-date, clear, understandable and accessible to readers
- To work closely with the school's Communications team to maintain oversight of school research webpages (and other sources of information) to accurately reflect the current activity in an engaging way

3. Providing support, information and guidance to staff and students.

- To be the first point of contact in answering incoming queries in a helpful and timely way and in line with service level agreements, providing explanations, where necessary, and knowing when to escalate queries
- To Provide guidance on relevant procedures and processes, particularly advising and supporting all staff in maintaining their online staff profiles
- To ensure staff are aware of procedures and processes, particularly regulations including, but not limited to, uploading publications to the institutional repository

4. Liaising with colleagues with similar areas of responsibility and being actively involved in team meetings, networks, attending meetings, sharing information and contributing to the development of research-focussed processes

5. Creating and maintaining accurate records of activities that have taken place

- To Create comprehensive records and files on research activities for future reference
- To Provide usage and uptake reports as requested
- To present data on events attendance and grants capture to enable analysis and interpretation

6. Support achievement of School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
7. This role does not have any budget responsibility.
8. This role does not have any line management responsibility.
9. This role does not have any responsibilities for equipment or premises.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed by the School Research Manager.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Good standard of secondary education (also see role-specific criteria below)
2. Effective planning and organisational skills to organise own workload and priorities in a very busy demanding role
3. Effective oral and written communications skills to ensure positive working with colleagues and external partners providing information and responding to questions and queries
4. Ability to work flexibly within a small team and also on own initiative with a desire for continuous improvement
5. The ability for forward planning and to work effectively to deadlines and complete multiple tasks while under pressure including flexibility in responding to emergencies and unforeseen events
6. Reliability, honesty and a commitment to maintaining confidentiality
7. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Knowledge of the Higher Education sector, including familiarity with research processes
2. Experience of supporting and servicing meetings (in-person and online)
3. Experience of organising events (in-person and online)
4. Proactive and independent, yet highly collaborative

DESIRABLE CRITERIA

1. One year's experience in a similar role in a university or a research organisation
2. Desk research for new areas of development
3. Effective project management skills