



Job Title: Project Coordinator (Kidney Lifestyle Team)
Salary: £25,138 (pro rata if part time)
Grade: 5
Department: Cardiovascular Sciences
Hours/Contract: Full-time, fixed term contract for one year with possibility of further extension
Job Family: Management and Administration
Job Reference: 10130

Role Purpose

The Kidney Lifestyle Team (KLT) is a multidisciplinary research group running a portfolio of clinical and laboratory studies investigating biomedical, clinical, and psychosocial effects of lifestyle interventions in patients with chronic kidney disease, exploring the mechanisms underlying these effects, and developing and testing strategies for implementing interventions in clinical practice.

The primary purpose of this job is to provide high-quality administrative support to the project lead in the day-to-day running of an Implementation Science project (Kidney Lifestyle Team Research Programme; KLRP). The project aims to provide lifestyle management resources for kidney patients and healthcare staff in primary and secondary care, and address the knowledge gap between interventions that research has shown to be effective and their delivery to communities and translation into practice. This will largely involve work on supporting the development and testing of a holistic intervention for patients on in-centre maintenance haemodialysis and supporting the gathering of information through literature reviews and qualitative interviews and focus groups. The successful candidate will work with other team members to carry out project-related administrative tasks to a high standard of accuracy and attention to detail, in line with national and local ethical and regulatory requirements.

The post will be based at Leicester General Hospital and the Glenfield General Hospital but will involve travel to other sites across England. The post will start on 2 January 2025.

For further information, please contact Dr Matthew Graham-Brown (mgb23@le.ac.uk) by email in the first instance.

Main Duties and Responsibilities

Supporting the daily operational running of the Kidney Lifestyle Research Programme work package 3 and 1. This will include but is not limited to:

- Take a significant role in the administration of the KLRP work package 3 and 1, through managing documentation and e-site files, organising meetings, and recording meeting outcomes.
- Arrange and conduct audio-recorded qualitative interviews and focus groups with patients, their relatives, healthcare staff, commissioners, stakeholders, and policy makers using predetermined interview schedules. Liaise with other team members and transcribers to provide, store and organise interview transcripts. As part of the study team, take part in qualitative analysis following predetermined protocols. Assist with presentation, reporting and publication of results.
- Support the organisation of systematic literature reviews from an administrative perspective (conducting literature search under supervision, keeping a database of extracted studies, supporting with data extraction)





- Draft the creation of exercise resources for patients and the development of clinical research study documentation. This will include drafting study protocols and patient information leaflets with direct supervision for review and editing prior to submitting for regulatory approvals.
- Organise and facilitate patient and public involvement groups and events, with reference to the senior team staff
- Attend and contribute to team meetings, engagement and dissemination events and personal/career development activities, and assist with other studies and research projects as may be required and appropriate

Internal and External Relationships

- Reporting directly to the KLRP work package 3 lead, regular liaison with the KLRP overall project lead, working in partnership with the wider KLRP team including research staff and post-graduate students; research staff at external sites; academics and professional services staff; members of the Diabetes Research Team, the Leicester Biomedical Research Centre and the ARC East Midlands
- External relationships include research collaborators and members of national and international special interest groups
- Direct contact with NHS staff and patients for the purposes of described research activities.

Planning and Organising

- To plan and prioritise own work tasks for the months ahead subject to the demands of the project or the project team to ensure all deadlines are met, in discussion with the supervisor, the project lead and other team members
- To plan focus groups and interviews (with patients, carers, clinicians, stakeholders and commissioners) and subsequent transcription logistics
- To prepare of materials for data analysis, reports and presentations using various software packages. This will include making and managing databases for clinical studies (with supervision), using word processing software (e.g. MS Word) to draft reports (to be reviewed and revised by senior team) and making presentations with relevant software (e.g. MS Powerpoint).

Qualifications, Knowledge and Experience

Essential

- Technical or scientific education to ONC or NVQ3 level*
- Knowledge and understanding of the principles of research ethics and conduct (e.g., Good Clinical Practice policies and procedures) *
- Knowledge of quantitative and qualitative research methods *
- Knowledge of scientific literature review strategies *
- Good IT skills to include Microsoft software





Desirable

- Degree in relevant subject *
- Experience of clinical study administration/site file management *
- Experience of qualitative research methods *
- Experience of conducting semi-structured interviews and/or focus groups *
- Experience of database management and statistical packages

Skills, Abilities and Competencies

Essential

- Ability to work independently and as part of a team
- Strong organisational, time management and prioritisation skills
- Ability to work flexibly according to the changing demands of the research programme
- Ability to plan, organise and deliver a programme of work
- Excellent interpersonal skills; professional manner and conduct
- Good written* and oral communication skills
- Ability to work accurately and with high level of attention to detail

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

NHS Research Governance

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS research governance arrangements and the appointee must comply with all such arrangements, which may include occupational health clearance and DBS clearance.

Criminal Declaration and Disclosure and Barring Service (DBS)

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate





clearance with the DBS for the existence and content of any criminal record in the form of a Standard disclosure.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

NHS Research Governance Requirements

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS indemnity arrangements and the appointee must comply with all such arrangements, including occupational health clearance.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high-quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

