

Job Title: Project Coordinator
Salary: £26,338 to £30,805 per annum, pro rata
Grade: 5
Department: Cardiovascular Sciences
Hours/Contract: Part-time (0.6FTE, 21 hours per week), fixed term contract for 12 months
Job Family: Management and Administration
Job Reference: 11607

Role Purpose

This post supports the work of the National Cardiac Surgery Trials Initiative (NCSTI). Established in 2020., This consortium brings together patients, clinicians, and researchers to develop new research proposals that address nationally identified research priorities in cardiac surgery.

Through effective, efficient, and consistent support to the Project Manager, you will facilitate the engagement of stakeholders within the programme. This will involve high-quality administrative support in the day-to-day running of the NCSTI. The successful candidate will work with other team members to carry out project-related tasks to a high standard of accuracy and attention to detail.

This post is funded by HRUK.

Main Duties and Responsibilities

Supporting the daily operational running of the NCSTI. This will include but is not limited to:

- Take a significant role in the administration of the NCSTI, through organising meetings, recording meeting outcomes, and being a point of contact between stakeholders and collaborators.
- Arranging focus groups and workshops, including logistics (venue, travel, expenses, audio-visual) and co-leading sessions if relevant.
- Lead on and assist the wider team (Project Manager, Chief/Principal Investigators, Research Fellows, external collaborators) with presentation, reporting and publication of national survey results, including data collection, interpretation, and drafting of manuscripts and figures.
- Organise, develop, and maintain the NCSTI website, and other supporting webpages and social media, with updates on project progression, events, results of trials, and other significant items as they arise.
- Regular reporting to the Project Manager with progress updates and work plans, and close working with the collaborators such as the British Heart Foundation Clinical Research Collaborative (BHF CRC), to ensure the smooth running of the NCSTI including, but not limited to, planning and leading on meetings and workshops, developing online and print resources and materials, and making recommendations and implementing improvements in conjunction with the leads and stakeholders.
- Play a key role on projects to understand the national capacity of research teams and units, and oversee the development of toolkits to improve inclusive research methods. This includes, but is not limited to, undertaking national surveys and authoring/co-authoring key documents; either directly and/or as support to project leads.



- Organise, facilitate, and participate in patient and public involvement groups and events (such as our Equality, Diversity, and Inclusivity project and community outreach), along with the wider team. This can be up to 2-3 sessions per month (each session lasting 1-2 hours), including the occasional Saturday.
- 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

- NCSTI lead
- Stakeholders: patients, clinicians, researchers
- Stakeholders: external bodies e.g. SCTS, EACTS, HRUK, ACTACC
- Collaborators e.g. BHF CRC, LCEHR

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 Project Manager and other team members.
- To prepare materials for meetings, reports and presentations using various software packages. This will include 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

- Academic or vocational qualifications (NVQ 3, education to A-Level, City and Guilds or equivalent) plus relevant work experience.* Or Substantial work experience in a relevant setting*
- Excellent IT skills to include Microsoft software, and website development/maintenance*
- Experience of arranging and coordinating meetings, events, and travel*
- Experience of minuting meetings*





Desirable

- Degree in relevant subject
- Experience of administration within clinical or research settings

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 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.

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.





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Job Summary



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