



**Job Title:** Research Administrator  
**Grade:** 5  
**Salary:** £26,707 - £31,236 per annum  
**Department:** Division of Cardiovascular Sciences  
**Hours/Contract:** Full-time, fixed term contract until 31 August 2027, with possibility for further extension  
**Job Family:** Professional and Support Services  
**Reference:** 13408

## Role Purpose

The Kidney Lifestyle Team (KLT) is a multidisciplinary group delivering a portfolio of projects focused on the biomedical, clinical, and psychosocial effects of lifestyle interventions in patients with chronic kidney disease, as well as supporting the implementation of these interventions in clinical practice.

The primary purpose of this role is to provide high-quality administrative and operational support to the project lead in the day-to-day delivery of the Kidney Lifestyle Team Research Programme (KLRP), including the coordination and running of the My Kidneys & Me programme. The role focuses on supporting study delivery and ensuring that all administrative processes related to the study are managed efficiently and in line with project requirements.

This will involve coordinating study activities, supporting participant engagement, maintaining accurate study records, and assisting with the organisation and delivery of programme components. The successful candidate will work closely with other team members to carry out project-related administrative and operational tasks to a high standard of accuracy and attention to detail, ensuring compliance 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 from September 2026

## Main Duties and Responsibilities

Supporting the daily operational running of the Kidney Lifestyle Research Programme work package 2 and 3. This will include but is not limited to:

- Provide comprehensive administrative support for the My Kidneys & Me programme, including coordinating patient onboarding processes, responding to participant and stakeholder queries via the "Ask the Expert" function, extracting and maintaining study data, and organising education sessions across collaborating sites.
- Undertake a key administrative role within KLRP Work Packages 2 and 3, including maintaining project documentation and electronic site files, extracting and maintaining study data, coordinating meetings and events, preparing agendas and papers, and accurately recording and disseminating meeting outcomes and actions.
- Coordinate and facilitate qualitative research activities, including arranging and supporting audio-recorded interviews and focus groups with patients, carers, healthcare professionals, commissioners, stakeholders, and policy makers, using established interview schedules and study protocols. Liaise with research team members and external transcribers to ensure the secure handling, organisation, and storage of interview transcripts and associated documentation.





Contribute to qualitative data analysis, and support the preparation of presentations, reports, and publications arising from the research programme.

- Organise and facilitate patient and public involvement groups and events, with reference to the senior team staff and attend and contribute to team meetings, engagement and dissemination events

## Internal and External Relationships

- Reporting directly to the KLRP work package 2& 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 and manage documentation to support project delivery, including taking accurate minutes at meetings (e.g. team meetings, Patient and Public Involvement (PPI) groups, and steering committee meetings) and ensuring their timely dissemination to relevant stakeholders. This will include using appropriate software packages (e.g. MS Word, MS Outlook, MS PowerPoint) to format, organise, and share materials to a high standard.

## Qualifications, Knowledge and Experience

### Essential

- Technical or scientific education to ONC or NVQ3 level\*
- Knowledge of quantitative and qualitative research methods \*
- Good IT skills to include Microsoft software\*
- Good attention to detail
- Experience in clinical research\*
- An understanding of clinical research and trial methodology
- Experience of planning and progressing work activities with minimal supervision or recourse to seniors\*

### Desirable

- Experience of working in a clinical or research environment\*
- Experience of maintaining patient confidentiality when appropriate\*
- Willingness to travel to trial sites and to meetings





## 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\*

### Desirable

- Willingness to travel to trial sites and to meetings

***\*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.

## 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 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

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.

## Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff





as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

### 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

### Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

### 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 equality 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 equality, diversity and inclusion.

