



Job Title: IMAB-Qi Research and Dissemination Coordinator

Grade: 5

Salary: £26,338 to £30,805 per annum, pro-rata if part-time

Department: School of Healthcare

Hours/Contract: Full-time or part-time (minimum 0.6FTE, 21 hours per week), or job share, fixed term contract until 31 May 2027

Job Family: Management and Administration

Reference: 11469

Role Purpose

The post holder will provide efficient, confidential and proactive general administrative and coordination support for the research programme. Additionally, they will coordinate effective dissemination of messages to the IMAB-Qi research programme's target audiences in a timely manner e.g. by the programme's website and social media.

Main Duties and Responsibilities

Research coordination

- Provide an excellent administrative support service to the IMAB-Qi research programme team; dealing with, and resolving as appropriate, correspondence and other diverse and complex queries, using own judgement and referring to the wider team or others when necessary; prioritise, distribute and circulate correspondence to a professional standard, in order to ensure activities are managed efficiently.
- Organise and facilitate regular team meetings to ensure the progress of the research programme, including minute taking. Send out reminders to the study teams about upcoming deadlines, events and meetings.
- Support the chief investigators and programme manager with financial monitoring and related tasks; monitor budgets, highlighting areas of potential overspend and concern when necessary. Support with provision of financial information and costings.
- Ensuring sponsorship, ethics and organisational approvals and registrations are in place for each project within the research programme prior to start, and maintained throughout, in accordance with local and national guidance and legislation. This includes working with participating sites to support local governance procedures, and ensure arrangements are in place for the smooth conduct of the projects.

Dissemination coordination

On a day to day basis (dependent on the phase of the research):

- Use specialised software to design and develop infographics and videos
- Contribute to the preparation of research participant facing materials
- Creating and formatting Powerpoint slides for the use of IMAB-Qi team members to disseminate messages
- Coordinate and manage the Media Working Group and meetings
- Liaise with the IMAB-Qi team to produce dissemination materials relating to the research





- Manage the social media and WordPress website for the research programme
- Coordinating internal communications about the study and developing opportunities for collaboration with external research partners

Internal and External Relationships

- Weekly contact with the University of Leicester based IMAB-Qi team (chief investigators, programme manager, research associate etc.)
- Regular contact with Media Working Group members
- Regular contact with the wider IMAB-Qi research team, research collaborators and other partner organisations
- Regular contact with research sites

Planning and Organising

- Plan own work, contribute to the research programme activities and prioritise your own work activities.
- Have an awareness of key milestones, using a proactive approach to ensure deadlines are met.
- Be able to respond to new pressures, including those arising from non-standard work, as required by
- You will be required to work autonomously

Qualifications, Knowledge and Experience

Essential

- Using software for creating infographics and/or videos*
- Educated to A level standard or equivalent
- Substantial work experience in a busy environment*
- Evidence of creating and maintaining links with staff and external contacts both face-to-face and on via videoconference
- Experience of independent working
- Experience of working in a team

Desirable

- RSA 2 Word Processing or equivalent (e.g. ECDL)
- Wordpress or equivalent webdesign software
- Experience of working in a university or NHS environment*
- Experience of working within a research team

Skills, Abilities and Competencies

Essential

- Ability to understand and comply with relevant internal/external policies and procedures in the workplace
- Ability to work to tight deadlines and use judgement and initiative to prioritise workload*
- Strong organisational and record keeping skills





- Excellent accuracy and attention to detail*
- Good communication skills, with the ability to give and receive information effectively using a variety of methods and to communicate with a wide range of stakeholders
- Ability to work as both as a member of a team whilst also demonstrating independent working and initiative
- An understanding of the importance of meeting customer needs and providing a high-quality service
- A willingness to be flexible towards duties and adaptable to change

Desirable

- Ability to use finance systems for generating reports on project finances.

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

Criminal Declaration

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.

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.

