

**Job Title:** Research Project Manager  
**Grade:** 7  
**Salary:** £39,355 to £45,413 per annum  
**Department:** Diabetes Research Centre  
**Hours/Contract:** Full time, part time (minimum 0.8FTE, 30 hours per week) or job share considered and fixed-term from 01 September 2025 to 31 August 2027  
**Job Family:** Teaching and Research  
**Reference:** 11786

## Role Purpose

Working with the Diabetes Research Centre you will work alongside Dr Ash Routen to provide support to the research portfolio of Professor Kamlesh Khunti. This portfolio includes work across several busy research centers including the NIHR Applied Research Collaboration East Midlands (ARC EM), NIHR Global Health Research Centre and the Centre for Ethnic Health Research. You will work alongside Dr Routen to provide administration and coordination support for activities across multiple projects, between stakeholders, partners and the core team. As well, you will contribute to academic activities such as literature searches, project costings and preparation of conference presentations and manuscripts.

This role is particularly suited to PhD graduates who are interested in pursuing a career in research management and administration.

## Main Duties and Responsibilities

### Project management

- Contribute to the day-to-day local operations of research project activities including assisting liaising with collaborators, stakeholders and funders
- Keep up to date with progress across projects, with specific regard to project milestones
- Highlight any challenges or potential issues, and liaise with Prof Khunti and Dr Routen to discuss solutions
- Manage project timelines and conflicting priorities
- Work with Dr Routen to prepare and report against timelines for project activities

### Communications

- Assist with the production of promotional materials including both written and web-based materials
- Have an in-depth knowledge of Prof Khunti's research programme and be able to respond to and assist in the response of internal and external queries
- Provide administrative support to project meetings and assist with the preparation and presentation of project findings as required

### Reports

- Work with Dr Routen to prepare and report against timelines for project activities





- Assist Prof Khunti and Dr Routen in the production of reports and documents for policymakers and professionals
- Write up reports from and take notes at project meetings
- Prepare and maintain records of project activities and meetings
- Assistance with research funding applications

## **Finance and administration**

- Contribute to the preparation of financial reports for funders
- Work closely with Dr Routen to prepare grant funding costs for team members
- Liaise with study investigators in respect of financial study management, as required

## **Training**

- Regularly review your own training needs and attend to training as necessary

## **General research administration**

- To provide administrative organisation, with duties including preparation of documents and spreadsheets; arranging and attending meetings, taking minutes as necessary
- Liaise effectively with international and external academics, as well as team members
- Feed into the preparation of papers and manuscripts as required
- Assist Prof Khunti in developing posters, slides and other materials for presentations, conferences and short courses, including for publication
- Carry out literature searches and reviews
- Maintain accurate project records, ensuring all paperwork is stored in accordance with the department's file structures (both electronic and hard copy)
- Other administrative tasks as required

## **Other duties**

- Plan and organise own workload according to priorities and be flexible as necessary
- Promote a positive research culture and observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety.
- Keep up-to-date with scientific/technical developments and literature, and with professional issues relevant to your role

## **Internal and External Relationships**

Supervision and advice will be provided by Dr Ash Routen further supervision by additional academics and research managers within the NIHR Applied Research Collaboration East Midlands, including Professor Kamlesh Khunti.

Commercial and industry partners, as well as partners in the National Health Service.



Patient and Public Involvement/Engagement groups.

Effective communication with line manager regarding progress as required.

## Planning and Organising

Responsible for the Project management of the responsibilities described above, Communications, Reports, Finance, Administration, Training in association with the research programme of Professor Kamlesh Khunti, embedded within the portfolio of projects in ARC-EM, and the Centre for Ethnic Health Research, University of Leicester.

This may include adaptation of plans and rapid responses to meet the needs of the research programme.

Work largely with minimal supervision whilst maintaining professional levels of support, ensuring that deliverables are met within agreed delivery schedules.

## Qualifications, Knowledge and Experience

### Essential

- Evidence of Honours degree and/or relevant experience \*
- Experience in the coordination of research projects and project activities ideally within a research setting, the NHS, or higher education\*
- Working knowledge of public health and clinical research\*
- Experience of working with multi-professional stakeholder groups\*
- Awareness of research governance\*
- Experience of working on health-related research projects\*
- Experience of working as part of a team to deliver project support functions
- Experience of taking minutes/notes of meetings
- Experience of working to regular deadlines

### Desirable

- PhD or equivalent in appropriate discipline or the equivalent professional qualification and experience
- Working knowledge of administrative and financial processes within a higher education setting\*
- Knowledge of FEC and grant costing\*
- Detailed understanding of NHS information governance standards and procedures





## Skills, Abilities and Competencies

### Essential

- Excellent written and oral communication skills\*
- Excellent IT skills, including online collaborative tools (e.g. GoogleDocs), OneDrive / Box, Word, Excel, PowerPoint, e-mail and use of the internet
- Excellent writing and communication skills
- Effective analytical, decision-making and problem solving capability
- Ability to prioritise workload
- Excellent attention to detail
- Ability to develop effective working relationships with staff at all levels
- Ability to work under pressure and to manage multiple tasks simultaneously, successfully meeting deadlines
- Ability to communicate with people at all levels
- Proven ability to work effectively as part of a team
- Ability to use initiative and work independently
- Ability to handle confidential information with tact and discretion
- Willingness to travel, as required and be flexible in terms of working hours
- Excellent analytical, written and oral communication skills

### Desirable

- Experience in presenting at national and international 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

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.

