

Job Title: Research Administrator
Grade: 5
Salary: £29,605 per annum, pro-rata if part-time
Department: School of Healthcare
Job Family: Management and Administration
Contract: Part-time (0.6 to 0.8 FTE, 21 to 28 hours per week) or job share, fixed term contract until June 2025
Reference: 10389

Role Purpose

We have an exciting opportunity for a Research Administrator to join the IMAB-Qi research team. IMAB-Qi is an NIHR Programme Grant for Applied Research funded project led by the University of Leicester and hosted by NHS Norfolk and Waveney Integrated Care Board. Collaborating organisations are Ashford and St. Peter's Hospitals NHS Foundation Trust and the Universities of York, East Anglia, Nottingham and Oxford.

We know that one in two people don't take their medicines as prescribed for a variety of reasons. The Identification of Medication Adherence Barriers Questionnaire (IMAB-Q) is designed to support practitioners and patients to diagnose an individual's main barriers to taking medicines as prescribed. Each IMAB-Q question is linked to solutions from which the practitioner and patient can select what they feel is a best fit for them. The IMAB-Q combined with the solutions is the IMAB-Qi.

The IMAB-Qi research programme is a five-year project that aims to evaluate whether the IMAB-Qi works to support people to take their medicines as prescribed and is good value for money for the NHS. It will be delivered by healthcare professionals working in general practices during existing medication reviews.

You will be an integral member of the IMAB-Qi research team and your main duties will be to oversee day-to-day administrative activities to support successful delivery of the IMAB-Qi research programme. This is a pivotal role in the important interface between the IMAB-Qi research programme and external stakeholders. Working with the team to build relationships with our key stakeholders, including organisations representing patients, healthcare practitioners and commissioners, will be a core part of the role. You will organise and support meetings, including preparing agendas and minutes.

You will need to be an enthusiastic, flexible candidate with experience of working with research teams. You will also be expected to be proactive and highly organised.

The research team operates a flexible-hybrid working model and everyone is supported to contribute effectively to ensuring that milestones are delivered in a timely manner. Some members of the research team work remotely and the successful candidate may opt to do this if they wish. If working remotely, there is an expectation that you meet with the University of Leicester research team in person approximately 8 times a year.



Main Duties and Responsibilities

The role of the post holder is to provide an effective, high quality administrative oversight of the research to support the team in delivering the project.

On a day-to-day basis (dependent on the phase of the research) the post holder will be expected to:

- Provide day to day general secretarial and administrative support to the Chief Investigators and Programme Manager. This will include minute taking, producing word processed documents, PowerPoint slides, spreadsheets, entering electronic diary appointments, and making transport arrangements.
- Assist with documenting and managing study budgets, maintaining documentation of study activities and outputs, and supporting submission of reports to our funder.
- Undertake mailings to research participants and key stakeholder organisations
- Be the key contact in the study, communicating with a wide range of stakeholders and investigators
- Support trial processes and research participant recruitment
- Manage the study's social media and website (WordPress) for the research programme
- Contribute to preparing research protocols, research participant facing materials and research NHS governance and ethical approval applications
- Support the research team in maintaining bibliographic libraries

Internal and External Relationships

Internal

Daily – Chief investigators/programme manager to assist with managing the study

Regular – study team, administration and finance staff

External

Daily – Co-investigators

Regular – Members of Programme Management Group and Trial Steering Committee, professional bodies, staff at participating general practices and research participants

Planning and Organising

- Assist the programme manager and chief investigators with study management including monitoring budgets, submission of progress reports to the funder, and capturing dissemination activities and other outputs by the team.
- Assist with coordination of the study through effective communication with the IMAB-Qi team, research staff at sites, trial steering committee and key stakeholders.



- A degree of organisation with good attention to detail is required including high standards of accuracy and an ability to forward plan with prioritisation of tasks and workload to ensure study deadlines are met.
- You are expected to manage your own time and daily activities.
- You are expected to plan weeks ahead.
- You will be required to work autonomously.

Qualifications, Knowledge and Experience

Essential

- Experience of data input and record keeping*
- Either academic or vocational qualifications (NVQ 2/3, 5 GCSE passes at grade C or above, City and Guilds or equivalents) or experience in a relevant role
- Substantial work experience as an administrator in a busy environment
- Experience of meetings and minute taking*
- Evidence of creating and maintaining links with staff and external contacts both face-to-face and on the telephone
- Experience of independent working
- Experience of working in a team

Desirable

- RSA 2 Word Processing or equivalent (e.g. ECDL)
- Experience of working in a University or NHS or research environment*
- Experience of using social media and developing websites

(*Criteria to be used to shortlist candidates for interview)

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 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 university staff, students and agents
- 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 stakeholders' needs and providing a high-quality service
- A willingness to be flexible towards duties and adaptable to change

Desirable

- Working knowledge of relevant research systems e.g. NHS ethical and governance approvals systems*
- Experience of working within a research team.

**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 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.

