



Job Title: Research Project Manager

Grade: 7

Salary: £39,906 to £46,049 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 to 30 September 2027

Job Family: Teaching and Research

Reference: 13162

Role Purpose

Working with the Diabetes Research Centre you will provide support to the research portfolio of Professor Kamlesh Khunti. This 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 contribute to academic activities such as the preparation of conference presentations and manuscripts, literature searches, contributing to funding applications and general research administration.

This role requires a PhD and is well suited to individuals with research experience who are seeking a position focused on supporting and contributing to high-quality research through portfolio support, research coordination, and management activities. It is particularly suited to PhD graduates who wish to pursue a career in research support rather than developing an independent research portfolio

Main Duties and Responsibilities

Research Administration

- Play a key role in the production of reports and documents for policymakers and professionals working alongside senior colleagues
- Write up reports from and take action notes at meetings such as steering committees.
- To provide administrative organisation, with duties including preparation of documents and spreadsheets; arranging and attending meetings, taking minutes as necessary

Research Dissemination Support

- Preparation of papers and manuscripts for publication
- Liaise effectively with international and external academics, as well as team members
- Co-ordinate and provide academic input into the development of research funding applications
- Develop posters, slides and other materials for academic presentations, conferences and short courses, including for publication
- Carry out literature searches and reviews
- Other administrative tasks as required

Training

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

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 will be provided by Dr Ash Routen, with 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 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 Higher research degree (PhD)*
- Strong working knowledge of public health and clinical research*
- Experience of working on health-related research projects*
- Experience of working as part of a team to deliver research support functions
- Experience of contributing to journal publications and conference presentations*
- Experience in conducting literature reviews*
- Experience of taking minutes/notes of meetings
- Experience of working to regular deadlines

Desirable





- Experience of leading the writing of journal publications*
- Experience of contributing to funding applications

Skills, Abilities and Competencies

Essential

- Excellent written and oral communication skills*
- High level of proficiency in English, sufficient to undertake research and administrative activities utilising English Language materials and to communicate effectively with staff and participants
- 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

****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 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.

