Job Title: Research Administrator
Grade: 5
Salary: £26,338 to £30,805 per annum, pro rata
Department: School of Psychology and Vision Sciences
Hours/Contract: Part-time (0.75FTE, 26.25 hours per week), fixed term contract until 31 May 2026
Job Family: Management and Administration
Reference: 11615

Role Purpose

You will provide an effective, high quality administrative oversight of the research to support the inAmind team in delivering the project. You will be an integral member of the research team and the main duties will be to oversee day-to-day administrative activities to support successful delivery of the project. 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 be directly involved in the co-ordination and management of data entry. In the initial stages of the project, you will be involved in developing and analysing a post-intervention survey for patients and carers to capture their thoughts on the important things to consider in the technological rehabilitation of balance. In the latter stages of the project, you will organise and supported facilitation of virtual groups and interviews to help understand the feasibility of our digital health innovation to rehabilitate people in the community. people's experiences of being involved with the CHARMER study. This role is part of project titled 'Brain training to improve balance' funded by a project grant by Parkinson's UK.

Main Duties and Responsibilities

- Use specialised software (NVivo) undertake detailed transcription of audio recordings of interviews, focus groups and co-design workshops
- Undertake coding of qualitative data under the supervision of a researcher
- Developing data collection processes and designing databases for clinical trial data
- Formulating, disseminating and analysing surveys using a survey platform
- Input, manipulate and undertake analysis of quantitative data in Microsoft Excel and IBM SPSS
- Contribute to the preparation of research protocols, research participant facing materials and research NHS governance and ethical approval applications
- Submission of on the NHS governance and ethical approval applications Integrated Research Application System (IRAS)
- Facilitating NHS site recruitment, trial set-up and research participant recruitment
- Setting up, managing and recording recruitment accruals for studies on the Central Portfolio Management System (CPMS)
- Undertake mailings to research participants
- Act as a point of telephone / email contact for project-related staff and collaborators
- Undertake administration relating to meetings, appointments and transport Arrangements Provide general secretarial support to the chief investigator and other researchers in the

team. This will include minute taking, filing, and use of PC software to produce word processed documents, PowerPoint slides, spreadsheets, entering electronic diary appointments

Internal and External Relationships

Regular contact with research participants to answer queries Regular contact with research collaborators and other partner organisations and funding body.

Planning and Organising

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.

You will hold primary responsibility for ensuring that project deliverables are met and on time

Qualifications, Knowledge and Experience

Essential

- Experience of data input and accurate record-keeping* •
- Educated to A level standard or equivalent* •
- Substantial work experience as an administrator in a busy environment* •
- Experience of organising meetings and minutes 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 environment* •
- Working knowledge of relevant research systems e.g. NHS ethical and governance approvals systems, SPSS, NVivo* •
- Experience of working within a research team.

Skills, Abilities and Competencies

Essential

- Excellent verbal and written communications skills.*
- Must be a confident and able public speaker.
- Strong interpersonal skills at all levels including the ability to engage with clinical populations, carers, clinicians, commercial advisers as well as academic and support colleagues in the University.*

- Ability to manage a complex and varied workload, to work under pressure and to tight deadlines, and to work on own initiative.*
- Ability to analyse data to provide information for reports. •
- Ability to write reports, correspondence and other documentation.

Desirable

- Ability to devise and deliver relevant training.
- Supervisory 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.

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.