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**Job Description**

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| **Job title:** | **Project Coordinator**  |
| **Department/School:** | **Department of Health** |
| **Grade:** | **6, part time 0.6 FTE** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| The Bath Centre for Pain Research (BCPR) at the University of Bath is the home to a team of interdisciplinary researchers that investigate the effect that pain has on people’s lives. It has a focus on exploring the way psychological and social factors impact on pain, and how this understanding might translate into better ways to manage painful conditions. The core areas of work are in: cognitive processes in pain, social factors, child and family, evidence-based medicine and digital development.The Centre is leading a newly establshed multi-institutional consortium that seeks to better understand how psychosocial mechanisms impact on chronic pain. It will also explore how these factors might work alongside biology, in order to provide a better understanding of pain and how it is managed. The consortium is funded under the Advanced Pain Discovery Platform programme, which is part of a new joint and equal investment of £14 million by UKRI and Versus Arthritis. For UKRI, the initiative is led by the Medical Research Council, with support from the Biotechnology and Biological Sciences Research Council (BBSRC) and Economic and Social Research Council (ESRC). This research programme seeks to scale up research into chronic pain to improve outcomes for the many people living with painful and debilitating conditions. **Post holder**We are seeking to recruit a part time project coordinator at 0.6 FTE (3 days) to support the programme of work that we are leading on from Bath. The post holder will need to have excellent organisational skills, demonstrate a good use of initiative and have the ability to multi-task and prioritise. This is a busy and varied role which requires the post holder to communicate effectively with a broad range of internal and external stakeholders. As well as the project PI and team based at Bath, the role will also require working with colleagues across the consortium, external partners and other stakeholders as required. The post holder will ensure that the consortiums research is visible and accessible, such as through the support of public engagement and impact activities, and maintaining the project web and social media outlets. The role will support the PDRA’s in the development and implementation of systems to effectively manage data governance systems across the project and ensure compliance with regulations.  |

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| **Source and nature of management provided**  |
| This post will report to Dr Lisa Austin, Research Manager, Department of Health  |

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| **Staff management responsibility** |
| *n/a* |

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| **Special conditions**  |
| This role will involve some travel as required by individual projects. Compliance with all relevant Codes of Practice and regulations for the University and relevant discipline. |

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| **Main duties and responsibilities**  |
| **1** | **Project Administration** * Set up contracts as needed for the project, working closely with other internal teams as required.
* Monitor payments and disbursements due under the project agreements. Liaise with relevant finance staff to ensure proper compliance. Regularly monitor and review the project performance in order to ensure objectives and deliverables are met.  Provide regular updates to manager, PI and colleagues.
* Plan, attend and contribute to regular project meetings, providing expert guidance involving communicating complex information. Set agendas in conjunction with the Manager, ensuring that all parties are well briefed; that appropriate consultation takes place; all decisions are recorded and implemented, and that actions are carried out.
* Liaise with internal departments such as Finance, HR, Web Teams, Computing Services and Purchasing, building and developing effective relationships to ensure smooth delivery of all aspects of each project.
* Establish tailored processes and protocols for the duration of that project, including file sharing, timelines and reporting.
* Act as the first point of contact for external stakeholders to the project as required and deal with enquiries in a professional and timely manner.
* Support project team with regards to arranging travel and meetings, including international travel and visa arrangements.
* Develop, implement and maintain systems for collating, recording and archiving project data.
* Liaise with relevant internal departments on expenditure monitoring and reporting, ensuring funder and internal requirements are met.
* Manage the storage for pain studies, in accordance with research governance and data protection requirements, as directed by line managers.
* Ensure that all work adheres to Open Science principles, meeting the requirements of funders and the Advanced Pain Discovery Platform, and adheres to research governance, data protection and confidentiality protocols.
* Manage the project’s governance and steering groups, including organising of meetings, as well as support the wider project team as required.
* Identify complex problems and use judgement and creativity to resolve them.
* Work both autonomously and as part of a number of teams to deliver the project aims.
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| **2** | **Communication** * Devise and manage with a communication plan for the project.
* Represent the project in both internal and external interactions.
* Co-ordinate all members of each research project team to ensure effective communication between parties, particularly where this is across a number of locations.
* Build relationships with academics to support them in the successful delivery of their projects
* Work closely with relevant staff at all levels across the University, as well as external stakeholders, to ensure dissemination of project progress and results as appropriate.
* Use social media channels, including Facebook, Twitter and LinkedIn, to disseminate research news from across the department to a range of audiences.
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| **3** | **Public engagement and impact activities** * Support and contribute to the design of public engagement and impact activities.
* Develop processes and advice for costing consumer involvement in research.
* Support ongoing user collaborations on projects - this includes active, ongoing partnerships between researchers and members of the public, e.g. involvement of members of the public on the project steering group & as research partners on a project
* Manage the administration of events as required, including organising venues, delegate management, booking systems, advertising and on-the-day running of activities.
* Work closely with departmental colleagues to ensure the visibility of their research; on-line, in databases and via events, meetings and the media.
* Ensure all activity is recorded on the relevant systems, e.g. PURE.
* Facilitate group discussion with members of the public at panel meetings.
* Support members of the public to lead the research where appropriate through training in public speaking and research skills.
* Support members of the public feedback their experience of participation in trials to research teams through contribution in newsletter and public speaking at stakeholder events.
* Work with senior management to advance a patient and participant policy for this project & within partner organisations.
* Support local partners deliver their patient and public involvement remit.
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| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance |

**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Educated to Degree Level or proven equivalent experience. | 🗸 |  |
| Higher degree  |  | 🗸 |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Experience in an administrative support role with experience of research project co-ordination or equivalent experience working in a busy office in an administrative role | 🗸 |  |
| Effective project management experience  | 🗸 |  |
| Experience of working collaboratively with a number of partners including public & patients | 🗸 |  |
| Experience of successfully developing and implementing systems and processes  | 🗸 |  |
| Experience in event planning and management. | 🗸 |  |
| Experience of using social media to communicate with a range of audiences | 🗸 |  |
| Knowledge of data management and storage, and experience of working with sensitive data  |  | 🗸 |
| Knowledge of financial processes and budget management  |  | 🗸 |
| Experience in developing and maintaining web –based and social media |  | 🗸 |
| Experience of working within an academic environment  |  | 🗸 |
| Knowledge of relevant governance issues in health/clinical psychology research |  | 🗸 |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Excellent IT experience; skills including all office packages:, Excel, Word, Outlook email  | 🗸 |  |
| Excellent verbal, interpersonal and written communication skills | 🗸 |  |
| Excellent organisational and time management skills  | 🗸 |  |
| Ability to summarise research information in clear, non-specialist language.  | 🗸 |  |
| Ability to deal sensitively and tactfully with data, including managing conversations about sensitive research issues.  | 🗸 |  |
| Ability to absorb and process large quantities of information across a number of independent projects.  | 🗸 |  |
| Ability to write reports and to effectively disseminate outcomes |  | 🗸 |

This job description sets out the main duties and responsibilities. The specific duties may vary according to the needs to the service.

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| **Career and Professional Development Activities:** |
| From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.  |

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| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills:**Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.   |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.   |
| **Finding innovative solutions:**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.   |
| **Embracing change:**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.  |
| **Using resources:**Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.   |
| **Developing self and others:**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.   |
| **Working with people:**Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.    |
| **Achieving results:**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.   |