



Job description

Job title

Research Officer – 12 months fixed term, full time

The Health Foundation

We are an independent charity committed to bringing about better health and health care for people in the UK.

Our aim is a healthier population, supported by high quality health care that can be equitably accessed. We learn what works to make people's lives healthier and improve the health care system. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen.

We make links between the knowledge we gain from working with those delivering health and health care and our research and analysis. Our aspiration is to create a virtuous circle, using what we know works on the ground to inform effective policymaking and vice versa.

We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population.

Research

Research is central to the work of the Health Foundation. We are running a varied and ambitious research programme which places a strong emphasis on building the evidence base for improving people's health, improving health policy and improving health service delivery. We aim for the research and evaluation work we commission to influence the future direction and planning of the Health Foundation's work and to have a wider impact on policy and practice. The portfolio encompasses independent evaluations, evidence reviews and original research to explore what works to improve health and health care.

Job Purpose

The Research Officer is a key member of the Health Foundation Research Team, ensuring research management processes are carried out to a high standard, supporting research grant holders manage their projects and supporting the dissemination of research findings. Essentially, the role supports the following key areas of operation:

1. Responsibility for ensuring effective administration of research grants and commissioned research projects.
2. Ensure high quality processes, information, events management and communication to support the work of the Research Team.

Accountable to

Business Manager

Salary

£38,719 per annum (full time) plus benefits

Hours per week

37.5 (core office hours are 9:00am – 5:30pm Monday to Friday)

Key tasks and responsibilities:**1. Responsibility for ensuring effective administration of research grants and commissioned projects. Specifically:**

- Executing project management plans to ensure timely delivery of research portfolio of work, including:
 - develop timelines and monitor progress, as and when required;
 - coordinate inputs from across the team;
 - identify and highlight risks and take action to mitigate them;
 - schedule and take notes at planning meetings, follow up post-meeting actions as required;
 - make entries on the required IT systems including: shared files, CRM, Outlook and AIMS (the Foundation's grant application and management system).
- Assist with the research tendering and commissioning/grant giving processes and ensure smooth running of the selection and contracting of technical providers and award holders including:
 - provide information on the processes and timelines to potential applicants for research contracts and grants;
 - be the first point of contact to deal with enquiries on research calls and invitations to tender;
 - co-ordinate input from across the research team to create high quality assessment and selection processes and materials;
 - lead on managing the processing of applications through the AIMS system;
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 - administration of the internal and external review processes for assessing research proposals and research reports;
 - keep up to date records of peer reviewers and advisers;
 - organise selection meetings and record selection decisions as required; and
 - ensure all selection and assessment processes are in accordance with the Health Foundation's decision-making policies.
- Actively manage and monitor research contracts and awards, including:
 - use the AIMSsystem to provide information for budget holders on their award and contract payments;
 - monitor budgets, check and confirm invoices and schedule payments;
 - prepare contracts/award agreements to an agreed template and deal with contract variations in line with Foundation policies;
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 - organise contract management meetings, advisory groups and regular telephone catch-up meetings as required, including managing all practical arrangements, supporting papers and actions arising.

2. Ensure high quality processes, information, events management and communication to support the work of the Research Team.

Specifically:

- Provide administrative support to two Senior Research Managers including setting up meetings, diary management and organising travel & accommodation as required
- Conduct post programme reviews to identify areas for improvement in our processes for future activities
- Work with a team sub group on specific areas of process improvement, such as developing and reviewing standard documents used for tendering, commissioning and contracting and communication, and ensuring they are up to date.
- Maintain, and where necessary, develop, standard briefing materials for research programme areas (including presentation materials) in order to support internal and external communications.
- Support the team in developing and maintaining impact assessment processes for the Foundation's research, including the regular capture and presentation of impact data relating to research and evaluation projects.
- Support the research team to manage knowledge services for the Foundation:
 - Managing the organisation's library support contract , to include
 - ensuring that staff across the Foundation know of this service and how to access it
 - supporting staff across the Foundation to use the services including for access to journal articles and books and to undertake literature searches
 - Manage the Foundation's Open Athens account adding and removing members of staff as appropriate and providing support to staff regarding how to use the system.
- Manage the Foundation's subscriptions to an agreed list of academic journals and consult from time to time on the continued appropriateness of the list of journal subscriptions.
- Manage the payment and logging of open access fees for articles resulting from Health Foundation funding or work of the in-house research teams.
- Organise and manage logistics for research team-led events, such as seminars, round-tables, team away days and advisory group meetings. This includes responsibility for all logistical arrangements, ensuring smooth-running on the day, as well as any preparation and follow-up required
- Support the Research Team in developing and maintaining effective working relationships with a range of stakeholders, both internal and external to the organisation. For example, building links with peers in other Health Foundation teams (including Programmes, Data Analytics and Health Economics) to ensure effective working relationships and coordinated activity, helping to build positive working relationships with external parties including partners and advisors, as well as researchers, award holders, external reviewers and panel members.
- Manage the content that describes the work of the research team and all commissioned and grant funded research projects on the Foundation's website and on the organisational intranet, ensuring it is up-to-date, accurate and complete.

- Ensure that the CRM (Contact Relationship Management System) is regularly updated with details of stakeholders including key external research contacts, contractors and peer reviewers, as well as research tendering and contract management information.
- To carry out any other related duties as requested, including covering and assisting at times of heavy workload or absence of other team members.

Person specification

It will be essential for the successful candidate to be able to demonstrate:

- Highly effective organisational skills including, the ability to work on a number of tasks and issues concurrently and to work effectively under pressure and to tight deadlines.
- Proactive management of workload including forward planning, prioritisation across different areas of work, anticipating the administrative support required for agreed team activities and a problem-solving approach.
- Strong communication skills, both written and oral and the ability to communicate with confidence with internal and external contacts at all levels.
- Keen attention to detail with high level literacy and numeracy skills.
- Experience of organising and managing meetings and events, including scoping of venue requirements, arranging required audio-visual support and production of accurate notes from such meetings.
- High level proficiency across standard software programmes for documentation, presentations, spreadsheets, data bases, electronic diary systems.
- Experience and enthusiasm for managing and improving processes in a busy work environment.
- Commitment to equality and diversity in all aspects of the Foundation's activities and service delivery.

Additional desirable requirements:

Experience of tendering and contracting processes.

- Experience of work in the health care, or social care, or research/academic sector.
- An interest in, and a desire to contribute to, the improvement of health and health care, in the UK.
- Experience of using research databases or other on-line sources of technical information.
- Experience of working in a grant-making organisation.

March 2018