

RESEARCH & SERVICES OFFICER JOB APPLICATION PACK

Scleroderma & Raynaud's UK (SRUK) is the only charity dedicated to improving the lives of people affected by Scleroderma and Raynaud's, both autoimmune, connective tissue conditions. We exist to improve awareness and understanding of these conditions, to support those affected, and ultimately to find a cure.

We've developed an exciting and innovative Research Strategy, one that we believe will bring about 30 years' worth of scientific progress in 10 years. We are now at a point where we are implementing this strategy and so we're looking for an exceptional individual with the drive to learn and develop during this exciting time.

The Research & Services Officer will work closely with the Head of Research and Services to help deliver a research strategy that will accelerate benefits to patients living with scleroderma and Raynaud's.

Working across the organization, the Research & Services Officer will:

- Provide support to the Head of Research and Services on the management and administration of the scientific research grants portfolio, including administrative activities such as minute taking, report writing, supporting grant awardees throughout the grant process
- Work closely with the Head of Research and Services to deliver the Research Strategy, including organization of key workshops, as well as planning and leading on scoping activity for specific projects
- Lead on the production and dissemination of scientific communications, working closely with the Information & Support Manager and the Content Manager to ensure articles are of a high standard and meet audience need

Further information about SRUK can be found on our website: <https://www.sruk.co.uk/>

Job Title:	Research and Services Officer
Hours:	3 days a week (with the opportunity to increase to full time), permanent
Salary:	£21-23K per annum (pro rata)
Reports to:	Head of Research and Services

Main Purpose

To work closely with the Head of Research and Services on delivery of the Research Strategy, including supporting the management of the grants award process, organization of workshops, dissemination of scientific communication and providing high level administrative support.

Scope of Role

- Provide support to the Head of Research and Services on the management and administration of the scientific research grants portfolio, including administrative activities such as minute taking, report writing, supporting grant awardees throughout the grant process
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PERSON SPECIFICATION

The successful candidate will have an understanding of scientific research, experience in scientific writing for a diverse audience, as well as the attention to detail and organizational skills that are required to be successful in this role.

Professional/Technical qualifications:

- Qualified to degree level or equivalent

Experience:

- Experience of scientific communication across various channels
- Evidence of a strong ability to learn and continuously develop
- Knowledge and understanding of scientific research and academia
- Understanding of the medical research charity sector and how it contributes to scientific advancement

Knowledge and Skills:

- Understanding of scientific research
- Excellent attention to detail with strong organizing skills
- Great team player, working well with others in a small team environment
- Convey complex research content to a range of audiences in a clear and engaging manner
- A flexible and adaptable approach to managing change in a fast-paced environment
- Proactive and able to prioritize workload with feedback from line manager
- Driven by a desire to continuously learn and develop, with an ability to respond well to real time feedback
- Technically adept with MS Office suite (including MS Word, Outlook, MS Excel, and Powerpoint)

MAIN DUTIES AND RESPONSIBILITIES

1. Provide support on the management of the SRUK Grants Award process

- Assist in the grant management process, ensuring that the research grant round is effectively administered in line with the grant round policy, utilising appropriate peer review, evaluation procedures and other performance monitoring techniques
- Provide secretariat support during Panel meetings, including organising and minuting meetings
- Log meeting actions and ensure they are followed up in a timely manner
- Work with the Head of Research and Services to gather updates from researcher clinicians and all SRUK funded research activity
- Assist with the implementation and on boarding of ResearchFish, a platform for tracking the impact of SRUK funded research activity

2. Support on the delivery of the SRUK Research Strategy

- Work closely with the Head of Research and Services to deliver multi-disciplinary workshops, including assessment and liaison with potential venues, management of attendees, and assisting in meeting report writing
- Maintain and update the programme plan and roadmap to ensure robust coordination of all activity across the research strategy
- Support the Head of Research and Services in various aspects of strategy governance including management of Strategy Implementation Group, report writing and agenda preparation
- Lead on project coordination across all research partnerships to ensure delivery to time and budget
- Provide administrative support, including organization of teleconferences, minute taking, and logging actions

3. Lead on the creation and dissemination of scientific communications

- Produce content to promote the dissemination and implementation of research findings across a range of communication channels, including digital and print
- Write and commission articles for research publications
- Provide information on related research to enquiries from the community, healthcare professionals, researchers and staff
- Produce and maintain research content on the SRUK website, intranet and social media channels
- Keep up-to-date with current research on Scleroderma and Raynaud's and provide lay summaries

THE SELECTION PROCESS

The deadline for applications is midnight 6th October 2019.

Applicants are required to submit a CV and a cover letter that explains how you and your experience meet the role requirements.

Shortlisted candidates:

Interviews will be held on 15th October 2019.

Appointment will be subject to receipt of satisfactory references.

PRIVACY NOTICE

Scleroderma & Raynaud's UK will collect a range of information from you in order to process your application. This may include:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process

SRUK collects this information in a variety of ways. For example, data might be contained in CVs or written statements; obtained from your passport or other identity documents; or collected through interviews or other forms of assessment.

SRUK will also collect personal data about you from third parties, such as references supplied by former employers.

SRUK will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so. Data will be stored in a range of different places, including on your application record, in our HR management systems and in other IT systems (including our email system).

Processing data

SRUK needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, SRUK needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

SRUK has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

Accessing data

Data will be shared with the HR team and those involved in the recruitment process.

Data from candidates not shortlisted for interview will be held for one month and then deleted or destroyed.

Data Storage

Data from candidates brought to interview will be held for three months after the end of the recruitment process and then deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require SRUK to change incorrect or incomplete data
- Require SRUK to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing
- Ask SRUK to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact David Kesel david.kesel@sruk.co.uk. If you believe that SRUK has not complied with your data protection rights, you can complain to the Information Commissioner.

You are under no statutory or contractual obligation to provide data to SRUK during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.