

**Resource and Project Coordinator**

**JOB DESCRIPTION**

**Vacancy Ref: 0452-24**

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| **Job Title:** Resource and Project Coordinator | **Present Grade:** 5 |
| **Department/College:** Lancaster Medical School, Faculty of Health and Medicine |
| **Directly responsible to:** School Manager (reporting to Research Lead or Principle Investigator) |
| **Supervisory responsibility for:** N/A |
| **Other contacts** |
| **Internal:** Research team, internal co-investigators and network members and colleagues within Lancaster Medical School, Faculty and University |
| **External:**  Relevant research funding bodies and councils, professional bodies, employers, business organizations, local and UK government organizations, academic and research networks. |
| To provide a high level of professional administrative support to the academic staff of the Center for Health Informatics Computing and Statistics (CHICAS) and externally funded research projects within Lancaster Medical School (LMS). The role holder will coordinate a range of projects in both CHICAS and LMS including those related to outreach and conferences and support to the Research Director on other relevant projects.  **Major Duties:**1. With the relevant academic lead, coordinate and support the organisation of events to include meetings, conference and workshop activities and short courses. These will include weekly, termly and annual events that occur each year. There will also be large-scale conferences and events that involve international coordination and high-level planning.
2. To coordinate the maintenance, monitoring, management and reporting of information related to research activity within CHICAS and LMS and in liaison with Pre and Post Research Support Service.
3. Provide financial administrative support to the Director of CHICAS and relevant Principle Investigator and in liaison with School Manager and Finance colleagues.
4. To support the Departmental Administrator with any new projects that may relate to the implementation and development of new strategies and initiatives.
5. To support academic staff and visitors with travel.
6. To deputise for Divisional Officer with HR management of CHICAS and research project staff.
7. Responsible for maintaining the relevant CHICAS or project website in collaboration with the website maintainer.
8. Adherence to the appropriate University regulations/policies and maintenance of confidentiality of information and comply with Date Protection legislation.
9. To undertake any necessary training and development.
10. Any other duties as deemed appropriate to the grade of the post.
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