

**Job Description**

**Research Administrator (NIHR Decision Support in Gynae Radiotherapy)**

**Grade 5**

**Ref: 0572-24**

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| **Job Title: Resource and Project Coordinator** | **Present Grade:** 5 |
| **Department/College:** Lancaster Medical School  |
| **Directly responsible to:** Grade 7 Project manager |
| **Supervisory responsibility for:** n/a |
| **Other contacts:** |
| **Internal:** Dr Lisa Ashmore, Dr Hilary Stewart. Members of staff within Lancaster Medical School, Faculty and University.  |
| **External:** To work in partnership with Dr Emily Holmes (Bangor University), other members of the research team and other key stakeholders, including people affected by cancer and other academic, clinical and policy/practice links. |
| **Job Purpose:*** To contribute and assist the management of a research project looking to develop new infrastructures for supporting decision making for radiotherapy for gynaecological cancer.

**Major Duties:*** Support the project team with general administrative duties as required. For example, coordinating arrangements for travel and accommodation, scheduling and managing of diaries, initiating purchase requests via the procurement portal and liaising with the procurement team to approve requests and track delivery.
* To support the set-up of a project Patient Public Involvement and Engagement (PPIE) panel, including timely responses to queries.
* To work closely with project team and wider university staff to ensure timely processing of fees and expenses claims from team members and patient and public involvement and engagement (PPIE) panel members.
* To assist in the organisation of online and face to face meetings of the project management team, PPIE panel, and Steering group. Responsible for setting up meetings or event registrations, coordinating the production and circulation of papers/event materials, organising venues and refreshments as required, minute taking etc.
* To provide guidance to new project team staff regarding processes and procedures for procurement, travel and e-expenses as required.
* To work with project team staff and the university press office to maximise the profile of the research programme through the Lancaster University/project website, X and other appropriate media.
* Undertake training as appropriate, including mandatory training required by the University, as well as specific training identified jointly by the project leads and post-holder.
* To undertake any other duties as required by the research project lead investigators or Head of Division.
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