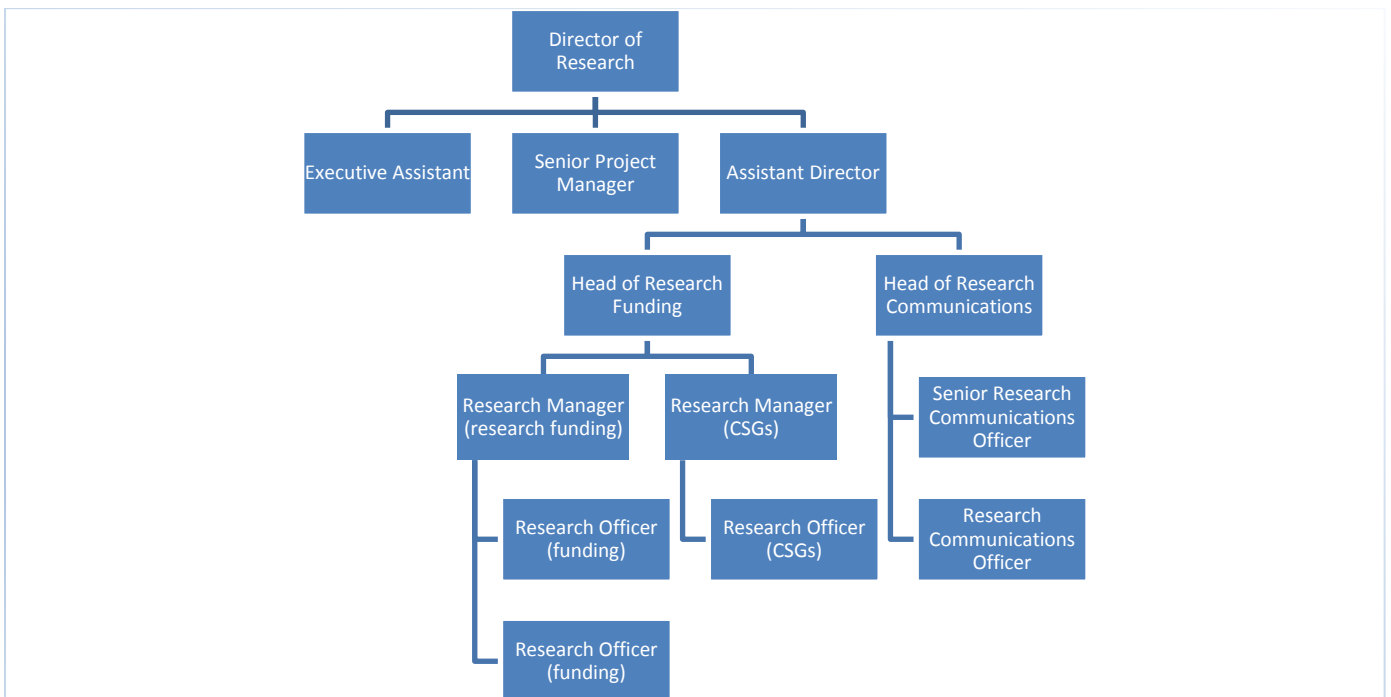


Job Title: Research Officer (Clinical Studies Groups)

DIRECTORATE:	Research
SECTION:	Research
REPORTING TO:	Research Manager (CSGs)
CONTRACT:	Permanent, full-time



Research Directorate Organogram

WORKING RELATIONSHIPS:

Inside Diabetes UK
The Engagement & Fundraising directorate, The Policy and Care Improvement directorate, Regional Diabetes UK offices, Finance Team, Governance Team, Volunteer Development Team
Outside Diabetes UK
Scientists and Clinicians, Relevant Charities, people living with diabetes, Diabetes UK-funded researchers, Chairs and members of the diabetes Clinical Studies Groups, potential and existing supporters of Diabetes UK

OVERALL PURPOSE OF THE JOB

To support the Research Manager to manage the diabetes Clinical Studies Groups (CSGs), which bring researchers, people with diabetes and healthcare professionals together to identify research priorities and the key clinical studies needed to move care forward.

MAIN DUTIES AND RESPONSIBILITIES:

Diabetes Clinical Studies Groups

- Be responsible for arranging CSG meetings, supporting the CSG Chairs to set agendas, minute taking, and support the Research Manager to ensure actions from meetings are taken forward.
- Review and assimilate the current literature to provide up to date information on the research landscape for each CSG and the research directorate.
- Maintain expert awareness and knowledge of diabetes related research nationally and internationally.
- Work with UK research funders to understand the national portfolio of diabetes research, in order to provide CSGs with up-to-date data.
- Support the organisation and **delivery of the Chairs' Forum**, the Lay and Healthcare Professional members Forum, and the CSG Management Committee.
- Support the Research Manager to manage the membership of the CSGs and associated fora, including recruitment.
- Support the Research Manager in the development and delivery of research workshops or meetings emerging from the CSGs.
- Undertake other work as required by the Research Manager, Assistant Director of Research and CSG members.
- Support all CSGs with strategic research initiatives in areas of cross-cutting importance between their remits by ensuring a consistent approach and keeping them updated on each other's work.

Internal & external engagement

- Work with the Research Manager to ensure Diabetes UK colleagues are aware of research priorities and themes emerging from the CSGs, and work collaboratively with other directorates to take forward priorities and support their projects in related areas where feasible.
- Work with the Research Communications team to raise awareness externally of the CSG outcomes and research priorities, across audiences ranging from the research community to people with diabetes.
- Build and maintain relationships with the diabetes research community.
- Represent Diabetes UK externally, speaking on behalf of the charity.

Patient and Public Involvement

- Support the Research Manager to review and develop the involvement function for the CSGs.
- Work with the Research Manager to ensure the voice of the Lay and HCP members are heard amongst the CSGs.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Excellent planning and organisational skills, able to prioritise and manage multiple tasks, working to challenging targets and deadlines.
- Manage time effectively and produce work accurately and to tight deadlines
- Take minutes at meetings
- Excellent communication skills – both written and oral
- Work as a member of a team
- Exercise initiative, particularly to identify areas for development and change
- Establish and maintain good working relationships with people from a wide range of personal and professional backgrounds and at all levels of seniority
- Excellent analytical and problem-solving skills
- Self-motivated and adaptable

The best person for this job will have experience in:

Essential

- High level scientific knowledge, either within diabetes or another medical discipline
- Communicating complex research outcomes to a range of audiences
- Managing and tracking a high number of simultaneous projects
- Networking with a range of experts
- Reviewing scientific literature and disseminating outputs
- Developing, influencing and maintaining excellent relationships internally and with external communities

Desirable

- User involvement
- Working across multiple departments
- Reviewing research portfolios across funders

The best person for this job will be:

Essential

- Educated to degree level in relevant science or equivalent
- Good understanding of medical research landscape in the UK and of the interfaces between research funding organisations and the academic sector
- Evidence of knowledge of the diabetes research field
- Excellent computer literacy
- Ability to collaborate effectively within a team

Desirable

- Post graduate qualification in relevant science or equivalent experience would be desirable
- Knowledge of diabetes