

DiABETES UK
KNOW DIABETES. FIGHT DIABETES.



**RESEARCH OFFICER
(DRSG)**

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Research Officer - Diabetes Research Steering Groups

Contract type: Permanent

Hours: 35hr/week

Band: 6

Key relationships (internal and external):

Internal - Research Funding and Research Communications Teams, Involvement Team, Volunteer Team, Policy Team.

External - Diabetes Research Steering Group members, the wider diabetes research and healthcare ecosystem, volunteers, other funding organisations and diabetes community groups

Key focus of the role:

To support the Research Manager to manage the delivery of the Diabetes Research Steering Groups (DRSGs) initiative.

This initiative brings researchers, people living with diabetes and healthcare professionals together to identify research priorities to advance our understanding of diabetes and address unmet clinical need. The role is responsible for all administration related to the seven groups, including organising meetings and their related paperwork, liaising with group members, recruitment of new members, and supporting the Research Manager in the tracking and development of the identified priority areas.

Directorate and team

This role sits in the [Diabetes Research Steering Groups Team](#) in the [Research Directorate](#)



Main responsibilities

As part of this role, you will be responsible for the day-to-day delivery of the DRSGs and their associated fora. You will support the Research Manager and DRSG members, who work to strategically identify priority research areas and find ways to make the key research studies needed to move diabetes care forward. You will also support the Research Manager to develop and improve the involvement and participation of people with diabetes within the work of the DRSGs. As part of this role, you will build relationships with the research community, relevant research funders, and other organisations.

Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

You will (the What):

- Arrange DRSG and associated meetings based on member availability
- Make decisions around meeting practicalities
- Organise agendas and papers, take minutes and monitor actions from DRSG and associated meetings, within agreed deadlines
- Provide administrative support for research workshops
- Track outputs from DRSGs and support the Research Manager to move research areas forward
- Build a good relationship with and provide support to all DRSG members
- Review and assimilate the current literature to provide members with up-to-date information on the diabetes research landscape
- Work with the Research Manager to support decisions around improving DRSG meetings and patient and public involvement processes
- Support the Research Manager to engage internal colleagues and external stakeholders with the work of the DRSGs
- Support the Research Manager, Assistant Director of Research And Head of Research in the development and delivery of the Type 2 diabetes Grant Challenge
- Respond to queries about DRSG meetings and the initiative whilst managing the DRSG email inbox

You will have experience in:

- Experience of providing administrative support to a busy team
- Experience of organising and facilitating events, workshops, or similar
- Experience or an interest in patient and public involvement, to make a difference to people living with diabetes and those at risk

You will have skills in:

- Planning your time and workload to meet multiple deadlines in an organised manner within a busy environment
- Working flexibly, as part of a team as well as independently
- Engaging confidently with external stakeholders (researchers, healthcare professionals and other funders) to build collaboration and partnership in pursuit of common goals and objectives
- Problem solving and making decisions independently using critical thinking, reasoning, and experience

You will have knowledge:

- You have a clear knowledge and understanding of the medical research funding landscape in the UK
- You understand or have an interest in patient and public involvement
- You understand how research is carried out and the diverse types of medical research

The best person for this job will be (behaviours):

- Able to communicate clearly with others in a way that shows you are aware of their needs and preferences
- Proactive and take the initiative to troubleshoot where necessary in a timely manner
- Flexible in your approach, a team player, and able to work independently
- A keen learner, and show commitment to building your knowledge within the research funding landscape, patient-driven research, and ethnicity, diversity and inclusion in research

Qualifications/professional membership (if applicable):

BSc (MSc is desirable) in biomedical sciences, social sciences, or a related discipline; or experience of working in a similar role.

benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefit we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

