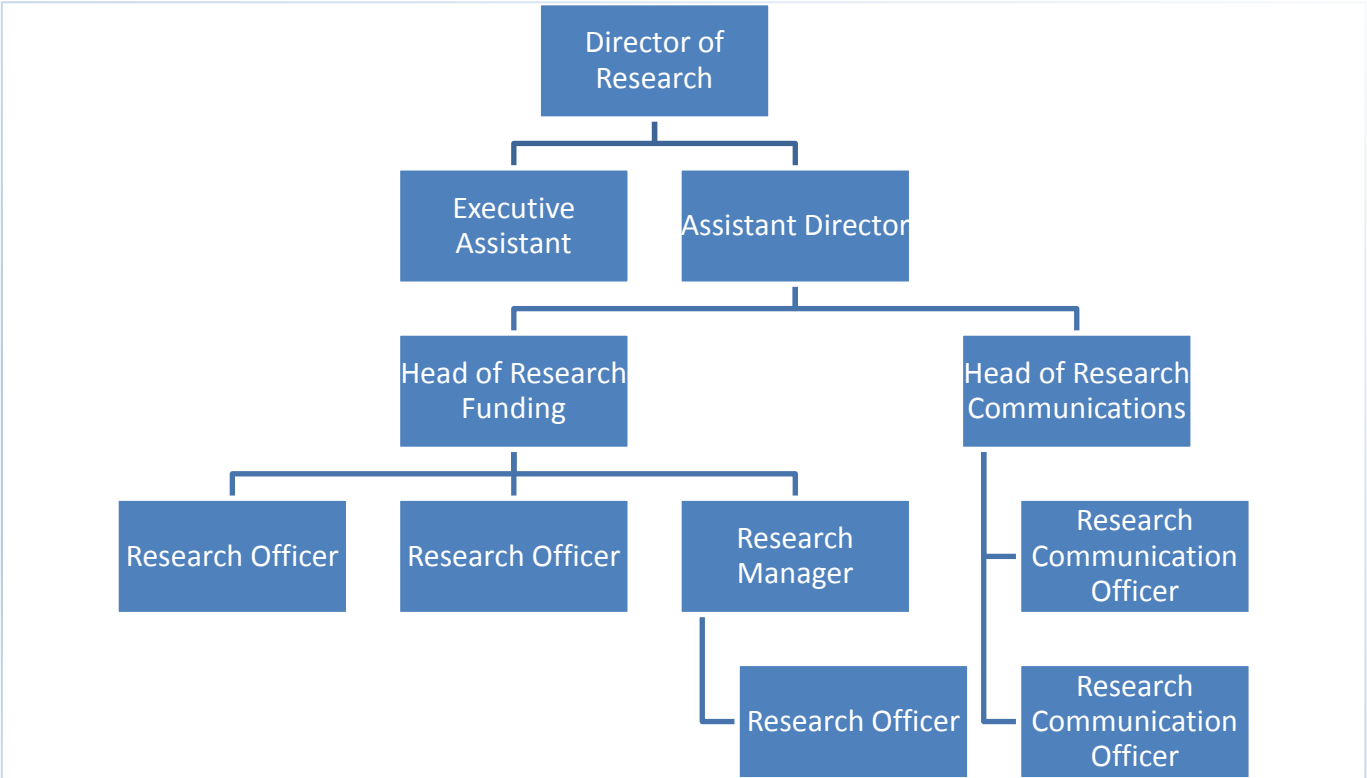


Research Officer

DIRECTORATE:	Research
SECTION:	Research Funding
REPORTING TO:	Head of Research Funding
CONTRACT:	Permanent



WORKING RELATIONSHIPS:

<b>Inside Diabetes UK</b>
Research Directorate, Finance Team, Fundraising Team, Events Team, Volunteer Development Team
<b>Outside Diabetes UK</b>
Researchers working in UK Universities and NHS Organisations Research Committee Members Grants Advisory Panel Charity organisations and User Involvement Teams

## OVERALL PURPOSE OF THE JOB

This is an exciting opportunity for an enthusiastic and proactive individual to work within the Research Funding Team to deliver the Diabetes UK research grant application and award processes and to carry out pre- and post-award administration, dissemination and evaluation. To prepare information about Diabetes UK funded research that helps deliver our communication and fundraising goals.

## MAIN DUTIES AND RESPONSIBILITIES:

The Research Officer will support the development and delivery of research funding schemes.

### Specific responsibilities

#### *Research grants management*

- Carry out administrative checks on applications and liaise with applicants/host institutions.
- Be responsible for accurately coding all funding applications to Diabetes UK.
- Source appropriate peer reviewers for applications and manage the peer review process to agreed deadlines ensuring that accuracy, impartiality and confidentiality is maintained.
- Assist in managing the Research Committee, our advisory groups, and Fellowship Interview Panels.
- Deal with enquiries from the public, researchers, University Finance and Research Grants teams and providing support to users of the Research Grants Management System.
- Produce accurate and timely scientific feedback for applicants and minutes.
- Prepare papers and manage the preparation of papers for the Research Committee and Interview Panels, ensuring that papers are accurate and all deadlines are met.
- Be responsible for the post-award management and administration of grants.
- Liaise with grant holders (including scientists and clinicians, and other healthcare professionals) regarding the management of their grants once awarded, including financial or personnel adjustments.
- Manage the annual and final report process ensuring that reports are requested on time and evaluated against the original aims of the project.
- Liaise with the Finance Team to ensure that payments are made at the right time and that any queries on payments are dealt with promptly.
- Produce financial reports to assist with financial planning when requested by the Head of Research Funding.
- Keep up to date on Diabetes UK funding policies and maintain an awareness of the external funding environment.
- Be knowledgeable about Diabetes UK's Research Strategy and how it relates to the research that is funded.
- Provide accurate and up to date advice on funding available from Diabetes UK, and other funding bodies, to diabetes researchers.
- Assist in the organisation of workshops, symposia, conferences and other research meetings.
- Ensure that the Head of Research Funding and Research Manager is kept up to date on progress in all aspects of work.
- Ensure the research funding webpages are kept up to date.
- Undertake other work related to grant management and administration as directed by the Research Manager, Head of Research Funding or Director of Research and to perform other tasks necessary to achieve the overall objectives of the team and the organisation.

#### *Patient and public involvement*

- Assist the Head of Research Funding and Research Manager with the management of the user involvement function at Diabetes UK.
- Assist with the recruitment of new Grants Advisory Panel members.
- Prepare papers and information for the Grants Advisory Panel.
- Provide support to the Grants Advisory Panel including facilitating group sessions and assisting with queries.
- Keep up to date on user involvement best practice.

## Research communications

Support the Research Communications Officers by:

- Collecting and preparing research information to help publicise and fundraise against Diabetes UK-funded research.
- Writing summaries of research grant applications and scientific reports on research grants for a lay audience.
- Working proactively with grant holders, voluntary groups and regional and national fundraisers, especially with regard to dissemination of research and the Adopt-A-Project Scheme.
- Ensuring that all adoptions made under the Adopt-A-Project Scheme are recorded and adopters are provided with research summaries in a timely manner.
- Giving research talks to voluntary groups and other interested internal and external stakeholders.
- Preparing and editing content for the Diabetes UK website and social media channels.

## Research evaluation

- Assist in managing, analysing and reporting the outputs, outcomes and impact of research funded by Diabetes UK.

## PERSON SPECIFICATION:

### The best person for this job will be able to:

- Show evidence of a BSc in a relevant science discipline (*a post graduate qualification in a relevant science discipline is desirable*)
- Show knowledge of the diabetes research field
- Show desire to work in research funding (*experience in research administration with demonstrable experience of peer-review processes is desirable*)
- Work as a strong team player and collaborate effectively within a team as well as be proactive and work independently
- Ability to work under pressure to a high standard
- Use computers efficiently

### The best person for this job will have experience in:

#### Essential

- Working to deadlines and managing multiple streams of work
- Working across multiple teams
- Working for a funding body or charity
- Cataloguing information working with online databases
- Supporting fundraising activities

#### Desirable

- Involving users in research or of working with lay advisory groups
- Writing/communicating about research for a lay audience
- Gathering, measuring and analysing outputs, outcomes and impact of biomedical research

The best person for this job will be:

- Committed to delivering Diabetes UK's research strategy
- Committed to delivering excellent, consistent and professional service
- Able to interact well with other people
- Excellent at analysing and solving problems and able to think creatively
- Excellent at planning and organisation, with the ability to prioritise and manage multiple tasks
- Attention to detail
- Ability to work evening/weekends to attend meetings as required