

Action Medical Research Job Description

Job Title: Research and Database Administrator
Department: Research Department
Working base: Home based
Hours: Full time 35 hours over 5 days
Salary: circa £25k pa
Reporting to: Director of Research

Main job purpose

To provide administrative support for the Research Department and the Director of Research and to coordinate the use of the research database. To assist with the preparation of research applications for submission to the Scientific Advisory Panel and the maintenance of relevant records and files for the department. To liaise with other team members and departments to provide grant information and administrative support as required.

Principal tasks and responsibilities

1. Assist in the delivery of Project Grant rounds and Research Training Fellowship rounds from outline stage to awards. Work closely with the Research Grants Administrator and Director of Research and monitor the status of the grant round, priorities and actions required. Assist with updating grant files, database records, updating procedures and timetables to help with the smooth running of the grant rounds and research department.
2. Assist with general correspondence with prospective applicants and grant-holders, including queries related to research matters. Respond to queries about the online application system and update documents (including the application instruction guide) as required.
3. Manage the research database including writing and maintaining database reports, help to ensure data integrity, manage user profiles and ensure regular back-ups of the research database. Assist other staff with using the database. Deliver basic training on the database and assist other staff with writing and running user reports when needed.
4. Ensure that essential repairs and improvements to the databases and online application form are carried out. Be the main point of contact for day-to-day correspondence with The Gallery Partnership research database company.
5. Provide cover for the Research Grants Administrator when required to assist with checking and authorising the research invoices and highlighting any concerns to the Research Managers or Director of Research.
6. Produce the Grant Handbook twice per year.
7. Attend face to face meetings in the South East.

Other Responsibilities

1. Keep the Director of Research and members of the Research Department briefed on research matters and activities undertaken.

2. Maintain an up-to-date knowledge of current activities in the Charity.
3. Understand the principles governing the funding of research and the types of grants made available.
4. Undertake other duties of a compatible nature as may be required.

PERSON SPECIFICATION

Essential

1. Science degree with an interest in information technology.
2. Excellent IT skills including use of databases and MS Office platforms.
3. Able to demonstrate attention to detail and scientific accuracy.
4. Good communication skills, written and oral.
5. Experience of handling confidential information and able to deal with applicants without bias or favour.
6. Organised, with proven ability to manage processes and work to tight deadlines at the same time as showing attention to detail.

Desirable

7. Experience of research grant administration.