



Royal College of Anaesthetists

## Research Project Coordinator

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Directorate: Clinical Quality and Research

Reports to: Research Manager

Band: B

### 1.1 Job purpose

This role coordinates the activities of the RCoA Research Centre, providing project management support to the RCoA's research projects.

The RCoA Research Centre is the national centre of excellence for health services research in anaesthesia and associated specialties. Its purpose is to define, evaluate and improve quality in anaesthesia, perioperative care and pain management.

This role is outward facing, involving liaison with hospital departments, senior clinicians and other key national stakeholders, and works closely with committee members including both clinical and lay representation.

### 1.2 Key tasks and responsibilities

#### Project Delivery

- Maintain, update and implement assigned project plans and timetables, regularly updating line management with progress and slippages
- Provide day-to-day project coordination for assigned projects, including system support for data collection platforms
- Act as the key point of contact for all research project clinical leads, keeping them regularly informed and involved in project deadlines, scheduling of work and preparation of meetings
- Keep meticulous records: Ensure all circulated drafts, meeting papers and associated information is labelled and kept securely, ensure version control is maintained and comments and changes to documents following consultation are recorded clearly
- Handle confidential project data and coordinate uploads to secure external platforms
- Monitor income and expenditure for assigned projects and report any inconsistencies to line management

#### Operational Responsibilities

- Coordinate and execute the RCoA research strategy, research events and activities
- Manage the administrative processes related to delivery of the RCoA research strategy
- Initiate and organise meetings required to progress RCoA research strategy, including those at regional or national level
- Work both independently and in conjunction with other members of the Research Team and wider College
- Maintain a working knowledge of ongoing pieces of work within the Research Team and provide support to team members, projects and events as and when required
- Undertake any other duties, which may be required to develop the infrastructure and ongoing administration of the Research projects and which might reasonably be required by the Research Manager, Head of Research, Associate Director and/or Director of Clinical Quality and Research

#### Committee Servicing

- Act as secretary, or deputy, to assigned RCoA committees or working parties
- Provide support to the committee and its Chairperson, including drafting agendas, preparing committee papers, coordinating logistical arrangements, taking minutes of meetings, coordinating follow-up actions and managing all general correspondence for the committee

#### Customer Service and Team Working

- Provide helpdesk and inbox cover to assigned research projects
- Maintain databases and regular contact with local research stakeholders and leads throughout the duration of assigned projects
- Provide support to the RCoA Research Director and Deputy Directors
- Develop excellent working relationships with clinical leads, committee Chairs and members, including briefing them on various issues that may arise
- Coordinate and maintain research networks
- Build excellent working relationships with external stakeholders (e.g. other medical Royal Colleges, specialist societies, national bodies) to support project deliverables
- Build excellent working relationships with relevant teams within the RCoA to support the development of research project deliverables
- Support RCoA Research related events at regional / national level, taking responsibility for the smooth running of the events in liaison with the RCoA Events and Facilities teams
- Attend and operate RCoA Research and other RCoA-related stands at relevant events and conferences, both internal and external, virtual and face-to-face
- Assist with the induction of new members into the team

#### Communications

- Act as a first point of contact for all assigned research projects related matters and take responsibility for responses
- Manage external stakeholder communications for assigned projects via email, updating project documentation and newsletters
- Support the implementation of the communications strategy for assigned projects in conjunction with the RCoA Communications and Public Policy teams
- Provide first line support to research project data entry web-tool users, including managing all queries, capturing and logging user problems and proactively dealing with user issues
- Provide first line response to external survey submissions and coordinate process for survey assessment, feedback and final publication
- Update, develop and maintain research content for RCoA and research project related websites as required, including regular news stories and event listings, and ensure consistency of information on partner websites
- Oversee and operate the research projects social media outlets and ensure a regular supply of updates to followers
- Manage assigned research projects correspondence and produce statements when required on areas of health services research for internal and external audiences, with the support of your line manager

### **1.3 Qualifications, skills, knowledge and experience**

- Experience and ability to coordinate several projects concurrently using developed organisational skills
- Experience of handling administrative work of a considerable variety and volume and prioritising successfully under pressure
- Experience of committee servicing, including organising, minuting and ownership of actions

- Experience of dealing with confidential data and working within data governance frameworks
- Experience of dealing professionally with a variety of internal and external stakeholders
- Proven self-starter and team player who sets and delivers high standards
- Excellent communication and interpersonal skills, including the ability to produce internal and external communications on complex issues in simple, jargon-free terms, with experience of document preparation and proofreading
- Excellent time management, including ability to work under pressure and to deadlines
- Demonstrable ability to understand, interpret, and simplify complex information from a variety of sources
- Ability to maintain a working knowledge of the ever-evolving healthcare landscape, particularly in relation to research
- Ability to work alone and use initiative, whilst working closely and as part of a small team
- Ability to use standard Microsoft software including MS Teams and ability to “pick up” bespoke packages (training will be given) and adapt for use
- Ability to form good working relationships at all levels
- Ability to maintain composure when dealing with various urgent issues simultaneously
- Ability to handle challenging people and situations with discretion, tact and diplomacy
- Knowledge of coordinating a designated project or programme of work and understanding of project management principles
- Knowledge of research priorities, information governance and study ethics
- Knowledge and understanding of research methodologies
- Educated to degree level, or equivalent experience in a similar line of work

Signature: .....

Name: .....

Date: .....