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| Job Location: | Head Office |
| Responsible to: | Strategic Development Lead |
| Responsible for: | None |

1. Job Purpose

To primarily support the development of CHSS’ research funding portfolio and to assist with information gathering, analysis and presentation for other CHSS projects and programmes.

2. Key Challenges

- Quickly building, and then maintaining relationships with internal and external contacts.
- Developing and maintaining standardised processes and systems, while being flexible to changing circumstances.
- Dealing with, and adherence to, numerous deadlines at once.

3. Key Tasks

Grant Application Process

- Support the grant application process for research funding, including helping to develop systems for on-going monitoring of CHSS-funded research projects.
- Processing enquiries, informing applicants of award outcomes, liaising with the Finance team to monitor payments, establishing and maintaining relationships with external researchers, updating CHSS’ research output management database, and tracking progress of CHSS-funded research.

CHSS Research Committee Support

- Provide administrative committee support services to the CHSS Research Committee.
- Preparing and distributing papers for Committee members, minute-taking, and contributing to the development of research communications.

Analytics

- Undertake information-gathering projects related to CHSS activities, including the analysis and presentation of the information for different internal audiences. This will include some work with statistics and data.

General

- Any other duties considered appropriate by the Strategic Development Lead
- Comply fully with CHSS Policies and Procedures.
- Participate in the CHSS appraisal and support & development process.
- Attend training sessions and other activities as required.

4. Key Results/Objectives

- Establishment of effective monitoring processes for research projects
- Efficient Research Committee operations
- Delivery of work within deadlines.

5. Dimensions

Budget responsibility: none

Contacts: **(Internal)**

CHSS Research Committee and Trustees
CHSS staff

(External)

Researchers (typically university or NHS)
Research Managers and Administrators
Other voluntary organisations

The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.

Person Specification

| | Essential | Desirable |
|-----------------------------------|---|---|
| Education and Knowledge | <ul style="list-style-type: none"> • Good educational standard. | |
| Previous Experience | <ul style="list-style-type: none"> • Experience of working with statistics and data. • Experience using databases. • Experience of writing reports for a range of audiences. • Experience of coordinating and servicing meetings • Experience of establishing (new) and maintaining administration and support systems and processes | <ul style="list-style-type: none"> • Experience of research management or administration. • Experience of handling and processing application forms. • Previous experience of working in a research/information role |
| Skills Aptitudes Abilities | <ul style="list-style-type: none"> • Highly literate and numerate, with excellent attention to detail. • Excellent people skills, with ability to develop effective relationships with internal staff / external staff / stakeholders / academics • Ability to handle large amounts of information and distill this for presentation. • Ability to conduct research and analysis • Ability to collect quantitative and qualitative data to create reports • Highly organised, with ability to plan and prioritise own work to meet deadlines • Organised and methodical approach to administration and record keeping • Excellent IT skills (Microsoft Word, Excel, Access and Outlook) | <ul style="list-style-type: none"> • Previous experience of management information systems. • Use of Microsoft PowerPoint • Experience of taking minutes |
| Disposition | <ul style="list-style-type: none"> • Commitment to ethos of the voluntary sector • Willingness to work flexibly | |

Summary of Terms and Conditions of Employment

Term: Fixed Term Contract – 12 months

Salary: Grade 4(ii), Scale Points 20-26
On a scale of £20,720-24,573 per annum

New appointments are normally placed at the base of the salary scale unless there are exceptional circumstances.

Hours of work: 32.5 hours per week (CHSS full-time)

Location: CHSS Head Office, Rosebery House, 9 Haymarket Terrace, Edinburgh EH12 5EZ

Review of Work: The postholder is subject to the CHSS objective setting, supervision and appraisal process.

Employee Benefits: Please see the CHSS Employee Benefits Information Sheet.

Equal opportunities: CHSS is committed to equality of opportunity and to non discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.