



Job description

Job title:	Research Coordinator - CEU
Grade:	2a
Department:	Clinical Effectiveness Unit
Responsible for:	
Accountable to:	Director of Clinical Effectiveness Unit

Job summary

The postholder will be responsible for the coordination of activities within the Clinical Effectiveness Unit (CEU) to ensure it runs efficiently. The CEU is an academic department of around 20 staff with complex funding arrangements and tight deadlines.

The postholder will support the CEU Director and establish working relations with all levels of RCS staff and external contacts. The postholder will also work with the project teams that run the national clinical audits, helping as required to organise events and their communication with stakeholders and NHS organisations. This will include acting as the web editor for the CEU, keeping the information on the CEU-maintained websites up-to-date.

Specific duties and responsibilities

The duties of the post are varied and wide-ranging and can be broadly divided into the following main areas.

1. Coordination of CEU (25%)

- Support the CEU Director in the management, review and planning of CEU administration to ensure it is run efficiently, and identify opportunities for improvement, working with the Director as appropriate
- Establish working relations and liaison with all levels of staff and external contacts including College officials, Finance, surgeons and external stakeholders.
- Liaise with colleagues across the College to ensure the Director / CEU is aware of College activities and that management deliverables are met.
- Advise CEU staff on RCS working practices, intervening on their behalf if necessary to sort out problems or liaising with the appropriate RCS department.
- Organise positions for NHS and LSHTM staff who have honorary contracts with the CEU, liaising with HR, Communications and IT Departments.
- Maintain record management systems and co-ordinate storage and archiving.
- Be responsible for monitoring that CEU technical equipment is working, such as laptops, teleconferencing and liaising with Wavex to sort out problems.



Collaboration



Respect



Excellence



- Liaise with the CEU Data Manager and the IT Department in the event of computer and software upgrades across the CEU.
- Undertake the role of Fire Warden and Departmental Safety Officer (after appropriate training), circulating information and conducting inspections.
- Provide cover in the absence of colleagues and undertake any such other duties, appropriate to the grade as and when required.

2. National Clinical Audits and other projects (40%)

- Support the implementation of Audit / Project communication strategies by updating contact /participant databases, preparing and distributing quarterly electronic newsletters, reporting on website/Twitter analytics, circulating materials by email, etc.
- Ensure that internal and external enquiries about the audits, projects or CEU research are answered or directed to the correct person
- Organise the distribution of project reports
- Make arrangements for the Audit user-group meetings.
- Ad hoc additional tasks such as the organisation of translations for key documents

3. Budget Responsibilities (15%)

- Assist the CEU Director in producing the annual budget and end of year accruals
- Prepare, send and follow up invoices and organise payment of incoming invoices for all CEU audits and projects
- Set up purchase orders in Proactis and process discrepancies / invoices.
- Maintain and monitor the financial records describing CEU income and expenditure
- Investigate discrepancies and report back in timely fashion.

4. Organisation of CEU Courses, Conferences and Committees (10%)

- Organise CEU courses and conferences including the collation and timely distribution of delegate materials, tutor packs and information on registration
- Liaise between course tutors / members of committees to ensure that timelines are adhered to and deadlines for materials are met
- Arrange meetings, book rooms and speakers, order and monitor AV equipment and catering
- Committee servicing, in particular the Cleft Development Group and the National Prostate Cancer Audit and National Lung Cancer Audit committees, organising meetings, circulating documents and taking the minutes.

5. Website management (10%)

- Update the CEU section of the RCS website with new reports, information about projects and removing old information. Liaise with the RCS Web team to incorporate new layouts and give feedback on digital innovations.
- Update the websites for the CEU-run national clinical audits with new reports, information about projects and staff details and removing old information. Liaise with website developers where appropriate.



Collaboration



Respect



Excellence



General

- The post-holder is expected to represent the College in a professional manner in relation to their responsibilities and in ensuring their own professional development.
- Undertake such duties appropriate to the grade, as required by the Director.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.



Collaboration



Respect



Excellence



Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A-level qualifications or equivalent	<ul style="list-style-type: none">• Degree qualification
Experience and skills	<ul style="list-style-type: none">• Maintaining record management systems and co-ordinate storage and archiving.• Organising the payment of invoices and other financial transactions• Produce accurate and consistent work, showing excellent attention to detail• Ability to deliver outputs to deadlines• Computer literate and proficient with Office software (Word, Excel, Powerpoint, Outlook, Teams)	<ul style="list-style-type: none">• Experience of working in a medical, NHS or Academic environment• Experience of organising the servicing meetings and committees• Ability to use WordPress• Familiar with basic medical terminology• Understanding of General Data Protection Regulation (GDPR)
Financial management and business planning	<ul style="list-style-type: none">• Good numeracy (e.g. good pass at GCSE level or equivalent)	
People and interpersonal skills	<ul style="list-style-type: none">• Excellent verbal and written communication skills• Good organisational skills• Ability to work independently• Ability to work in a small team	



Collaboration



Respect



Excellence



The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	<ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



Collaboration



Respect



Excellence