

## UK Kidney Association Job description

<b>Job Title:</b>	<b>Research Team Administrator</b>
<b>Department/section:</b>	<b>Research</b>
<b>Reports to:</b>	<b>Senior Project Manager (Research and operations)</b>

### General Information

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association is the leading professional body for the UK renal community. We welcome members working in clinical renal care, treating and caring for people with kidney disease, and those working in research, or related sciences and fields.

The UK Renal Registry is the part of the UK Kidney Association responsible for the collection, analysis, management and development of a high quality clinical renal database. We use data submitted from the 68 adult and 13 paediatric renal centres across the country to create the database. The information, in the form of data and reports, is a shared resource used to develop research into kidney disease to improve the quality of care for renal patients.

The **National Registry of Rare Kidney Diseases** (RaDaR) is a UK Kidney Association initiative designed to pull together information on patients with certain rare kidney diseases. This will give a much better understanding of how these illnesses affect people. It will also facilitate research. There are currently 33,000 UK patients in RaDaR from 109 hospitals, representing more than 100 rare kidney conditions.

### Job Purpose

To provide high quality and comprehensive business support and research coordination to the management and staff involved in UKKA/UKRR and RaDaR research and their workstreams.

To work with administrative colleagues in the UKKA to provide seamless administrative support to all colleagues.

### Main Duties

#### Administrative and research support

1. Maintain the administrative infrastructure by proactively carrying out a range of business support services and research coordination tasks for various research workstreams and meetings, ensuring aims are met, and deadlines are achieved.
2. Internal, external, in person and virtual meeting administration and support. To include but not limited to; managing video conferencing or booking facilities, communicating effectively with attendees, distributing doodle polls, setting meeting dates and agendas, collating papers, producing presentations, minute taking and maintaining action logs, distributing meeting papers, responding to queries, and following up actions.
3. Participate in relevant internal and external workstream meetings to provide information and support in the development of workstream project plans and reports.
4. Monitor and record progress on research workstream outputs, reporting progress to senior research colleagues, and using initiative to suggest and implement solutions.

5. Provide robust administrative support for the production of the UKRR annual reports and patient summaries, including making amendments in InDesign and Canva, type-setting, table formatting and updates.
6. Maintain the research publications log and online list and assist in the production of research blogs.
7. Liaising with the marketing and communications lead, to ensure effective and timely promotion and dissemination of research and audit outputs.
8. Creation and dissemination of research newsletters for patients and healthcare professionals.
9. Creation and dissemination of online surveys using the Jisc platform.
10. Answering patient queries for the Patients Know Best online personal health record system.
11. Managing the research email inboxes.
12. Provide administrative support and oversight for the Data Access/Analyses groups, maintaining the online data use register, tracking data applications and managing feedback from the groups, creating lay summaries, recording data uses and outputs and producing reports as required.
13. Provide administrative support for the maintenance of the research ethics permissions held by the UKRR and RaDaR through the completion of the annual reporting requirements as well as support for the renewal and amendment processes.
14. Work closely with, and provide support to, the Information Governance and Data Protection officer with the end-to-end application procedure and renewals for data permissions, and data held by national and regional health data resources (including but not limited to Hospital Episode Statistics/Office of National Statistics data via DARS, infections data via UK Health Security Agency, and transplant data via NHS Blood & Transplant).
15. Coordinate the submission of abstracts for our annual conference, organise research team practice sessions, provide administrative support for poster printing and attend the conference to help man the UKRR/RaDaR stand.
16. Communicate regularly with the Senior Project Manager and other members of the research team, to ensure up to date awareness and understanding of their current priorities and support needs.
17. Develop, update and maintain the research contacts database, monitoring and logging progress and updates.
18. Access, maintain and interpret management information from a range of appropriate sources, including spreadsheets and requesting data from UKKA colleagues and cross-checking against research objectives and expectations; collate and present this data to demonstrate progress made.

## **Communications**

19. Establish and develop productive relationships with wide range of stakeholders at all levels, including internal staff, researchers, external partners, and suppliers.
20. With support from senior colleagues and using up to date awareness and knowledge of the research agenda, activities, and priorities, write copy for publications, newsletters, website, social media, blogs and reports relating to the research programme.
21. Review & update public facing webpages on rarerenal.org and ukkidney.org (Audit & Research section)

## **Finance**

22. Provide the necessary information to the finance team, to ensure invoices are paid in an accurate and timely manner.

**Behaviours and attitude**

23. Demonstrate an excellent customer service approach to the performance of all duties.
24. Demonstrate a proactive and assertive attitude and approach to the performance of all duties.
25. Maintain a high level of professionalism at all times and in all communication with internal and external stakeholders.

**General**

26. The postholder is expected to undertake any other appropriate duties commensurate with the grade.

**Line Management Role**

None

**Key relationships****Internal**

Other members of the research team  
Other colleagues from the UKKA

**External**

Workstream and meeting Chairs/Co-Chairs and other members of the workstreams

## Person Specification

<b>Qualification</b>	<b>Essential/Desirable</b>
Grade C or above (or levels 9-4) in Maths and English GCSE, or equivalent level of qualification	E
A level or equivalent level of qualification, or demonstrable equivalent level of knowledge and experience	E
Other research qualification	D
<b>Experience/skills (specify level/criteria)</b>	<b>Essential/Desirable</b>
A proven record of success in business administration in a research environment	E
Demonstrable experience providing effective support for meetings and committees, in a research, academic or clinical setting	E
Proven ability to use online administration solutions, such as (but not exclusively or limited to) online conference and video calls, surveys, diary and meeting management, events registration, e-mail marketing systems, etc.	E
IT literate, with proven expertise in Microsoft Office, particularly in MS Excel, Word and PowerPoint, with an understanding of management information	E
Knowledge of website management and content administration	D
Demonstrable effective planning, administrative and organisational skills, with excellent attention to detail	E
Meeting management experience and minute-taking skills	E
Experience of effectively juggling multiple deadlines, responding to requests at tight deadlines, and prioritising and planning workload on a daily basis	E
Proven to be self-sufficient and disciplined, able to use initiative to take on actions in own areas of responsibility	E
High level of interpersonal skills with proven ability to communicate with and manage a wide range of stakeholders at all levels in a positive, enthusiastic and professional way	E
Team worker, including diplomacy and proven success working with different types of people	E
Excellent written and verbal communication skills	E
Demonstrable experience of building successful professional relationships	E
Demonstrates a commitment to delivering high quality work and, with appropriate support, developing self and role.	E
Able to demonstrate analytical and problem-solving skills	E
Project Management support experience	D
NHS or other healthcare working experience	D
<b>Knowledge</b>	<b>Essential/Desirable</b>
Demonstrable understanding of information governance and data protection principles	E
Knowledge of research terminology	E
Renal terminology	D

## **Other Relevant Information**

### **Travel requirements**

Some UK travel will occasionally be required to provide support at Programme meetings or events or in the course of normal duties. Some UK and European travel may be required together with overnight stays.

### **Equality & Diversity Aims**

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

### **Risk Management**

Staff at all levels have a responsibility for ensuring that risks are managed, as an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and to co-operate with any investigations undertaken.

### **Health and Safety**

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to report all accidents to the General Manager.

### **Information Security and Confidentiality**

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols allows it.

### **General Information**

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

Approved by:

Date:

Accepted by:

Date: