



Job description: Project Officer (Part Time)

June 2017

Job Details	
Job Title:	Project Officer
Reports to:	Chief Executive, UKRIO
Full Time/Part Time:	Part Time: 0.6 FTE
Salary:	£30,000 per annum (<i>pro rata</i>)
Appointment period:	Indefinite
Current Location:	UKRIO office, Croydon

Job context

The UK Research Integrity Office is an independent advisory body supporting academic, scientific and medical research. UKRIO helps ensure that research is high quality and of high ethical standards, without the need for burdensome regulation or bureaucracy.

We pursue these aims through our publications on research practice, the support and services we provide to organisations, our education and training activities, and by providing expert guidance in response to requests for assistance. For further information, visit [our website](#).

UKRIO is a registered charity, consisting of a small office team, directed by a Board of Trustees with the assistance of an Advisory Board, and supported by a Register of expert volunteers.

This post sits within the office team, which: carries out UKRIO's programme of work; provides administrative, policy, research and technical support to the Trustees and Advisory Board; liaises with the organisations that subscribe to UKRIO; and co-ordinates the volunteers that support the work of the charity.

Job purpose

- To support the delivery of UKRIO's programme of work and assist with the development of new activities, in accordance with the objectives of the charity.
- To liaise with UKRIO subscriber institutions, ensuring proactive support of subscriber needs.

The post requires close collaboration with the Chief Executive, the Trustees and Advisory Board, UKRIO volunteers, and the representatives and members of UKRIO subscriber institutions.

The post is based at UKRIO's offices in south London but will involve occasional travel to UK-based research organisations, in particular those that subscribe to UKRIO.

Main duties and responsibilities

- Provide support for UKRIO's existing work streams, helping to ensure that objectives are met on schedule to the required standard and within budget, including:
 - Supporting the development, launch and ongoing support of UKRIO publications on research integrity and other topics.
 - Assisting with the ongoing development of UKRIO's education and training activities.
 - Assisting with the operation of UKRIO's Advisory Service on research integrity.
- Assist with the development of new activities and services to fulfil UKRIO's charitable objectives.
- Maintain and further develop good working relationships and effective communication with the organisations that subscribe to UKRIO, ensuring that their needs are understood and appropriate support provided.
- Support the planning, organisation and execution of UKRIO's annual conference and other events and workshops, including: preparing and circulating materials, dealing with logistics and handling enquiries and registration.
- Undertake activities to communicate the work of the charity and help raise awareness of issues of research integrity.
- Liaise with and support UKRIO's Trustees and Advisory Board.
- Provide administrative support to internal meetings and working groups, including the preparation and circulation of papers, taking minutes and following up on actions in a timely manner.
- Manage confidential and/or sensitive information in accordance with the Data Protection Act (1998) and relevant UKRIO policies and procedures.
- Maintain external links with national and international bodies and groups in order to keep abreast of changes occurring in the sector.
- Whilst the role will be predominantly based at UKRIO's offices in south London, the postholder will occasionally be expected to travel to other sites, including member institutions, when required.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the salary of the post.

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable	How Assessed
Qualifications	Undergraduate honours degree or equivalent experience	E	A
	Postgraduate degree	D	A
	Project management qualification or equivalent experience.	D	A
Knowledge, Skills and Experience	Experience of conducting, managing or providing administrative support for, academic, scientific or medical research.	E	A/I
	Understanding of research governance, research ethics or research integrity in Higher Education, the National Health Service or the private sector.	D	A/I
	Experience of working in Higher Education or the National Health Service.	D	A/I
	Highly developed communication skills (both written and verbal/ presentations).	E	A/I
	Ability to communicate complex information and concepts in an accessible manner, to both expert and lay audiences.	E	A/I
	Excellent interpersonal skills, including experience of, and ability in, managing relationships with a wide variety of organisations and individuals.	E	A/I
	Experience of organising and running workshops and larger events	D	A/I
	Experience of working in a membership organisation	D	A/I
	Experience in delivering education, training and development activities	D	A/I
	Experience of project writing	D	A/I
	Proven analytical and problem-solving capability	E	A/I
	Excellent record-keeping skills	E	A/I
	Excellent IT skills (e.g. Word, Excel, PowerPoint, web page management etc.)	E	A
	Proven ability to work independently as well as functioning as part of a small team	E	A/I
	Understanding and commitment to confidentiality of information	E	I
	Understanding and commitment to diversity	E	I
	Flexible and professional approach to work and colleagues	E	I
	Willing and able to travel with notice	E	I

Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

How Assessed:

A = Application

I = Interview

OM = Other Means (e.g. presentation, test, etc.)

Employee benefits

- 25 days annual leave *pro rata* (exclusive of statutory and public holidays).
- Pension scheme.
- Interest-free season ticket loan (usually following successful completion of probation).
- Childcare voucher scheme.