



Candidate Information

Position:	NIKRF Research Operations Manager
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	24/111745
Closing Date:	Monday 22 April 2024
Salary:	£37,841 - £41,331 per annum
Anticipated Interview Date:	Friday 3 May 2024
Duration:	Until 28 February 2027

JOB PURPOSE:

The post-holder will be directly responsible for the administrative functions of NIKRF research being conducted within and outside of CPH. This person will deputise for the CPH PI (Dr McKay) in matters of administration and operations management when required and will have a clear understanding of the financial and strategic issues involved in the completion of the ongoing projects, and the planning for future NIKRF activity. The post-holder will be based in the Centre for Public Health, Royal Victoria Hospital but will liaise closely with researchers, the Board of Directors, clinicians, fundraisers, volunteers, other staff, policy makers and external stakeholders. The post-holder will also provide administrative support to the members of the Renal Research Group. PLEASE NOTE: this role is entirely independent from decision-making in relation to grant funding awarded by NIKRF which is undertaken by the medical and scientific advisors.

MAJOR DUTIES:

1. Provide administrative support for ongoing NIKRF funded research.
2. Raise the profile of NIKRF and its research initiatives with patients and the public.
3. Liaise with management and staff in the CPH regarding research engagement and the promotion of the centre, the renal research group and the work supported by NIKRF.
4. Liaise with the Queen's Foundation and other University departments to review and manage ongoing gift agreements and associated terms.
5. Liaise with other stakeholders, as appropriate, in regard to other NIKRF funded research.
6. Establish and build strong working relationships with students, academics and clinical staff within the local universities and Health and Social Care Trusts to develop engagement activities.
7. Conduct periodic visits to dialysis units to ensure good communications, liaison with medical advisors and patients.
8. Further develop, implement and evaluate the existing operational strategy encompassing plans for operations, organising events, finance, marketing, communications, legislation, events and advocacy of the ethos that represents NIKRF.
9. Identify, drive and develop new opportunities for NIKRF to develop partnerships and deliver events that advocate for kidney research.
10. Raise awareness and attend regular events, including supporting discussions being had by NIKRF with a range of stakeholders.
11. Support management of NIKRF communications and branding.
12. Plan and coordinate events related to promote renal research and develop and maintain appropriate local and social media presence.
13. Attend NIKRF Board Meetings to provide briefings and maintain accurate records of research activity, donations, events, Board changes, meeting agendas and minutes.
14. Undertake other duties appropriate to the post as may be requested by QUB Line Manager or the Board of Directors.

ESSENTIAL CRITERIA:

1. *A primary degree OR significant (min 5 years) relevant management or leadership experience
2. *Substantial management, administrative experience in the Higher Education, voluntary or health sectors.
3. *Relevant experience of working in a charity environment.
4. *Experience of financial planning and budget management to achieve operational and strategic goals.

5. *Experience of developing and implementing effective strategic and operational plans.
6. *Proven track record of achieving personal and team targets.
7. Computer literacy.
8. Ability to prioritise and make decisions.
9. Ability to interpret reports and understand budgets.
10. Excellent oral and written communication skills; superior interpersonal skills; confident and courteous.
11. Creative thinker; able to think and plan strategically; intuitive; good negotiating skills; able to build effective relationships and to influence at senior level; tactful; empathetic; attention to detail.
12. Ability to travel and work irregular hours.

DESIRABLE CRITERIA:

1. *Experience of working on health awareness campaigns
2. *Experience of successfully conducting negotiations
3. *Experience of project management, process improvement with a proven ability to develop and implement policy and to drive and maintain a process of continuous improvement.
4. Knowledge of Microsoft platforms.
5. Interest in the charity sector.