

**Royal Hospital for Neuro-disability**

**Job Description**

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| **Job title:** | R&D Co-ordinator |
| **Department:** | Research |
| **Salary grade:** | £18,000-22,000 per annum depending on experience for 30 hours per week |
| **Responsible to:** | Academic Event Manager |
| **Responsible for:** |  |
| **Behavioural Framework:** | Employee |

**Scope**

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

Our Institute of Neuropalliative Rehabilitation (INR) researches clinical advances, provides factual information for families, professionals and policy-makers, and offers specialist training for clinicians.

We organise workshops and courses, alongside conferences and seminars to train and educate professionals. You can download the [Education and Training 2017 brochure here](http://www.rhn.org.uk/rhn-education-2017).

We also hold free open lectures that are open to everyone.

**Main Objectives of the role**.

1. Demonstrate an awareness of RHN’s objectives and contribute to achieving them appropriately.
2. Strive to improve efficiency in all areas of your work.
3. Co-ordination and provision of administrative, clerical and secretarial support within the Research Department. Respond flexibly to changing situations, prioritise own work appropriately, ensuring adherence to deadlines and deal calmly with unexpected events.
4. Event (e.g training, conference and lectures) support including assistance with bookings, paperwork preparation, logistics and practical support on event days
5. Co-ordination of internal events (e.g medical training, Schwartz rounds, lunchtime seminars) including but not limited to room booking, catering, feedbacks, advertisement, speakers booking and IT support.
6. Maintenance of all budgets held by the Department.
7. Work with others to develop, improve and maintain effective administrative systems, including information technology.
8. Adhere to and maintain and update research department policies.
9. Be innovative and able to work with a minimum of supervision and take responsibility.
10. Other administrative, clerical and secretarial duties which may be delegated from time to time.

**Key Responsibilities**

1. Managing purchases and sales on Proactis.
2. Lead on the organisation of the night Schwartz rounds.
3. Room booking for events.
4. Catering orders when required.
5. Delegate bookings and processing payments for academic events.
6. Maintenance of office and event supplies.
7. Liaising with communication department to disseminate information about events including use of Jostle.
8. Liaising with maintenance when required.
9. Provide clerical support and minutes taking when required.

**Person specification: Essential and Desirable**

1. Good standard of computer literacy including Word, Excel. (E)
2. Experience of using databases (E)
3. Organised, attention to details (E)
4. Good professional and interpersonal communication skills (written and verbal) (E).
5. Ability to be adaptable and flexible with working hours (E).
6. Time management skills and ability to prioritise workload. (E)
7. Proven experience of good Customer service (E)
8. Minute taking skills (D)
9. Eager to learn (D)
10. Hands on attitude (D).

**Employee Behavioural Framework**

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| **Working Collaboratively for RHN** | |
| Demonstrating our values and working together to deliver the best possible service for patients and customers. | |
| * I share information within my team. * I will ask for assistance if I need help. * I work with my team to resolve problems. | * I am willing to learn new skills. * I offer help to my team if they need it. |
| **Achieving our Potential** | |
| Developing our skills and knowledge, reflecting on successes and set-backs, and demonstrating a commitment to development at RHN. | |
| * I take personal responsibility for my tasks * I seek opportunities for personal development * I am willing to carry out new tasks if required | * I suggest improvements and new ideas * I know what I’m good at and where I need to improve. |
| **Preparing for the Future** | |
| Looking forwards, reflecting on current activities, accepting change and being part of a culture of continuous learning and improvement. | |
| * I know what areas I need to improve * I am willing to learn to broaden my skills and knowledge | * I reflect on my team’s successes and challenges * I speak up in team meetings and express my views |
| **Leading by Example** | |
| Acting as a role model and setting an example that motivates and inspires others at RHN. | |
| * I take pride in what I do * I am punctual * I try not to let my team down and ask for support when I need it | * I’m a good team player * I improve my knowledge by learning from others |
| **Committing to our Patients & Customers** | |
| Providing high quality patient care and customer service to patients and customers, and treating them with respect, dignity and consideration. | |
| * I demonstrate a positive attitude * I am proud of the work I do * I always promote a positive image of the RHN | * I respond in a timely manner * I share knowledge with my team * If I cannot answer a question, I’ll ask my nearest colleague to help |

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the postholder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: