

Job description and person specification

| |
|--|
| |
|--|

| Summary details | |
|--|-------------------------------------|
| <i>Unit name:</i> | MRC Biostatistics Unit |
| <i>Division/Section:</i> | n/a |
| <i>Job title</i> | Research Officer |
| <i>*Salary range:</i> | £26,022 – 28,178 per annum |
| <i>*Band (Grade):</i> | Band 4 |
| <i>*Contract type (e.g. Open/Fixed term):</i> | Fixed Term, Maternity Cover |
| <i>*Hours (e.g. full or part time):</i> | Full-time, 36 hours per week |
| Detailed job description | |
| <p>Overall purpose:</p> <ul style="list-style-type: none"> (i) To provide specialised scientific information services for the Unit (ii) To support the Unit Director by developing methods for the management of internal and external aspects of the Unit's research activities <p>Main duties / key responsibilities:</p> <p><u>Main duties</u></p> <ul style="list-style-type: none"> • Raise the profile of the Unit's research by developing, coordinating and implementing the Unit's public engagement activities • Build strong working relationships with co-workers and with external media contacts in order to support and develop the dissemination of the Unit's research and coordinate media contact and publicity • Become a source of expertise for assisting Unit staff in their roles as journal editors, conference organisers, RAE panel members and related activities • Train and support staff in electronic grant submission • Draft and/or coordinate the scientific information aspects of annual and other reports to MRC head office, including quinquennial reviews and annual EVAL exercise • Maintain the communications aspects of the Unit's external and internal websites, including the list of Unit seminars, work-in-progress seminars, press activity and news and events section and develop appropriate internal and external dissemination arrangements for these • Support scientific staff in journal and internet searching for scientific information and articles • Coordinate and manage work-in-progress seminars and away days • Any other duties appropriate to the Band associated with the Job. <p><u>Key Responsibilities</u></p> | |

To provide effective Scientific Support to all programmes within the Unit, ensuring a coordinated and standard approach and to relieve scientists of some of the demands on their time.

To lead on the coordination/collation of scientific information within the Unit for Unit, MRC and/or legislative purposes.

To provide staff with support that helps ensure research is carried in accordance with good practice and in compliance with local policies and legal requirements.

Working relationships:

Reports to the Unit Manager, and will work in close collaboration with all statisticians through the Unit and in cooperation with the administration team

Additional information:

Equality & Diversity

The MRC values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages excellence in scientific research through good equalities and diversity leadership and management.

Corporate/Local responsibilities & requirements

The job holder must at all times carry out their responsibilities with due regard to the MRC's:

- Code of Conduct
- Equality and Diversity policy
- Health and Safety policy
- Data Protection and Security policy

Job descriptions should be reviewed on a regular basis and at the annual appraisal. Any changes should be made and agreed between the post holder and their manager.

The above lists are not exhaustive and the job holder is required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and the MRC.

Person requirements

Education / Qualifications / Training required:

Essential:

Degree or relevant post graduate qualification

Desirable:

Knowledge of, or an interest in, medical statistics

Previous work experience required:

Essential:

Some years experience, preferably in a research or similar environment

Knowledge and experience:

Research Environment

Essential:

Good understanding of research environment

Desirable:

Track record of research assistance

Information Technology

Essential:

First class IT skills especially relating to research and documentation

Desirable:

Includes Web management

Communication

Essential:

Effective in written and verbal communication in the English language

Self organisation

Essential:

Well organised, self-motivated, and proactive, including the ability to plan ahead in order to meet future objectives

Media

Desirable:

Some experience of external communications

PhD Management

Essential:

Be able to plan and book generic training for PhD Students and provide pastoral care.

Personal skills/behaviours/qualities:

Essential:

Good team member with flexible approach to work. Well organized and capable of working independently (under supervision). Gives attention to detail and maintains high standards.

Additional information: