



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** CPEC Research Coordinator

**Department/Division:** Care Policy and Evaluation Centre

**Accountable to:** CPEC Research Operations Team Lead / Research Programme's Officer

### Job Summary

The Research Coordinator will work closely with the Centre's Research Operations Team Lead to provide project coordination support to CPEC research awards. It is expected that the postholder will provide support across 3-4 research projects. Across their allocated projects, the postholder will be expected to contribute to research project coordination, support the project Principal Investigator with their management activities, and provide general administrative support.

The postholder will be an integral part of CPEC's Professional Services Staff team to meet the needs of the Centre's research activities. This will include joining Team meetings and actively contributing to the life of the Centre.

This is an open-ended position (subject to funding) with a minimum 2-years commitment.

### Duties and Responsibilities

Across their allocated projects, the postholder will be expected to coordinate and contribute to the following activities under the leadership of the relevant Programme Director/Lead/Principal Investigator.

#### Research project coordination

- Contributing to strategic discussions to support short, medium and long-term planning;
- Developing, implementing and maintaining systems for tracking progress against milestones and deliverables;
- Contributing to the scoping, development of proposals and onboarding of projects;
- Assisting in the compilation and submission of progress and final reports;
- Liaising with the Centre Manager and Research Operations Team Lead about project staffing needs, and where appropriate supporting recruitment of staff;
- Supporting financial monitoring of research projects, invoices and expenses, in line with LSE and funder financial regulations in liaison with CPEC's Centre Manager, and providing Programme Director/Lead/Principal Investigator with live information and advice on financial commitments and expenditure;
- Supporting research compliance with research ethics, governance and data management processes;
- Managing risk monitoring processes, including maintaining relevant risk registers, advising on potential risks and supporting the project team to manage risks;
- Working closely with the rest of the professional services team to ensure smooth operational coordination;



- Ensuring compliance with School and external research policy and procedures.

#### **Administrative support**

- Organising meetings, events and workshops (arranging room booking, catering, accommodation, travel etc), including Management Team, Steering/Advisory Group and Involvement Group meetings;
- Providing administrative support to relevant management, steering, involvement groups within projects, including contributing to the development of meeting agendas, minute-taking and setting up efficient processes to ensure actions are taken forward;
- Processing project expenses and payments;
- Supporting public involvement activities and payments;
- Supporting fieldwork arrangements.

#### **Communications support**

- Working in liaison with CPEC's Research Communications Officer, and relevant internal and external divisions, to ensure the specific needs of the programme/project are met;
- Developing and maintaining programme/project websites/webpages as required;
- Acting as a point of contact where appropriate for external stakeholders related to the programme/project;
- Coordinating public and stakeholder engagement activities as required;
- Ensuring all research-based outputs and activities are recorded through relevant processes;
- Developing, implementing and maintaining appropriate mechanisms for tracking the policy and practice impacts in liaison with CPEC's Research Communications Officer;
- Facilitating research project-specific research exchanges, placements and conferences;

The support required will vary depending on the nature of the projects and the needs of the relevant Programme Director/Lead/Principal Investigator, and will be agreed with CPEC's Research Operations Team Lead and the relevant Programme Director/Lead/Principal Investigator.

#### **Teamwork**

- Contribute to the delivery of a high-standard of service by the Centre's professional services team;
- Support the professional services team with ad-hoc support needs;
- Where required, supervise and line-manage professional services colleagues;
- Participate constructively in Centre and professional services team meetings.

#### **Supporting the Research Operations Team Lead**

- Supporting the Research Operations Team Lead as required, such as during team member absences;
- Participate in relevant meetings and discussions as requested.

#### **General**

The postholder will be expected to:

- Maintain an outstanding level of attention to detail in all aspects of the role;
- Plan, prioritise and organise own work in accordance with agreed deadlines and objectives;
- Proactively engage in continuous review and improvement, ensuring that processes remain as effective as possible and that the highest levels of service delivery are maintained at all times;
- Take a proactive approach towards personal and professional training and development;



- Support other activities within CPEC as required, and carry out tasks and activities related to the position as requested by the Research Operations Team Lead.

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

#### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

#### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.