



Job Description – Research Manager

The Role

The Psoriasis Association is the leading patient support and research charity for people whose lives are affected by psoriasis.

The Research Manager oversees our research portfolio and ensures that our annual research spend is invested in high quality research of importance to people living with psoriasis. The Research Manager oversees the scientific reviews and reports of our research, guides and supports our high-level scientific advisory committees (Medical and Research Committee, External Peer Reviewers and Experts by Experience Committee – EXEC), and evaluates the success of the research we fund and services we offer.

The Research Manager works alongside the communications department to promote and highlight the research supported and funded by the Psoriasis Association.

The Psoriasis Association is governed by a Board of Trustees who delegate the day-to-day management of the organisation to a small group of staff under the leadership of the Chief Executive. As a senior member of the team the Research Manager is expected to contribute to the Psoriasis Association's wider programme when the need arises.

Main Responsibilities:

Management of Psoriasis Association Research portfolio

- Support the development and implementation of the next Psoriasis Association Research Strategy.
- Evaluate the impact of Psoriasis Association grant funding in addressing the Top 10 Research Priorities as defined by the Psoriasis Priority Setting Partnership.
- Manage the processing of grant applications, ensuring that the charity continues to attract high quality proposals and achieve high standards in their assessment. The work required as part of this process includes the development of guidance for applicants, application forms and review forms.
- Respond to enquiries about the Psoriasis Association's grant awards.
- Form the principal channel of communication and advice between the charity and applicants, award holders and committee members.
- Communicate with the Medical and Research Committee, External Peer Reviewers and Experts by Experience Committee (EXEC) lay reviewers throughout the grant call, review, consideration and award process.
- Collate all reviewer feedback, undertaking quantitative and qualitative analysis of scores and feedback to inform discussion at the meetings of the Medical and Research Committee.



- Conduct the EXEC meeting ahead of the Medical and Research Committee meeting, collating feedback to inform discussion at the meetings of the Medical and Research Committee
- Provide operational and secretariat support for the preparation and delivery of the charity's Medical and Research Committee meetings, including sending invitations, preparing documentation, writing full and clear minutes and preparing outcome letters detailing funding recommendations.
- Explore opportunities for future collaborative funding awards.

Research grant monitoring and evaluation

- Work with the Association's Finance Officer to manage award financial information, ensuring that paperwork for all grants is regularly updated and maintained.
- Developing relationships with grant holders and PhD students to ensure the timely collection of progress reports, published articles, disseminating as needed.
- Dealing with queries from grant holders and co-ordinating appropriate responses.
- Oversee annual Researchfish impact data gathering for all relevant grants and report on findings.
- Assist with the reporting of the research portfolio to trustee meetings, and annual reports.

Experts by Experience Committee (EXEC) and Research Network

- Oversee the Psoriasis Association's EXEC lay involvement in the research programme, including training and support.
- Manage the Research Network and the promotion of involvement opportunities to members.
- Help to build relationships between researchers and people affected by psoriasis.

Research Engagement

- Ensure that colleagues are kept up to date with relevant research funding and grant information.
- Work with the communications department and develop research communications (website, social media, and member's magazine) to ensure that the Psoriasis Association's research programme and research developments are publicised appropriately.
- Ensure that details of funded grants are available on the Psoriasis Association website and maintain the current research grant list and grants database.
- Work with grant holders and PhD Students on communications to inform patients and the public about their research.



General Responsibilities

- Compile statistical analysis of helpline activity.
- Respond to general research enquiries received from the research community and our supporters.
- Build productive working relationships with external advisors to maintain and enhance their commitment to the Psoriasis Association.
- Ensure the research grant award process complies with Association of Medical Research Charities (AMRC) membership criteria and complete required AMRC audit reports.
- Represent the Psoriasis Association and build relationships at meetings and conferences as appropriate.
- To carry out other duties as requested by the Senior Management Team.

This role profile is not exhaustive and is subject to review in conjunction with the post holder.

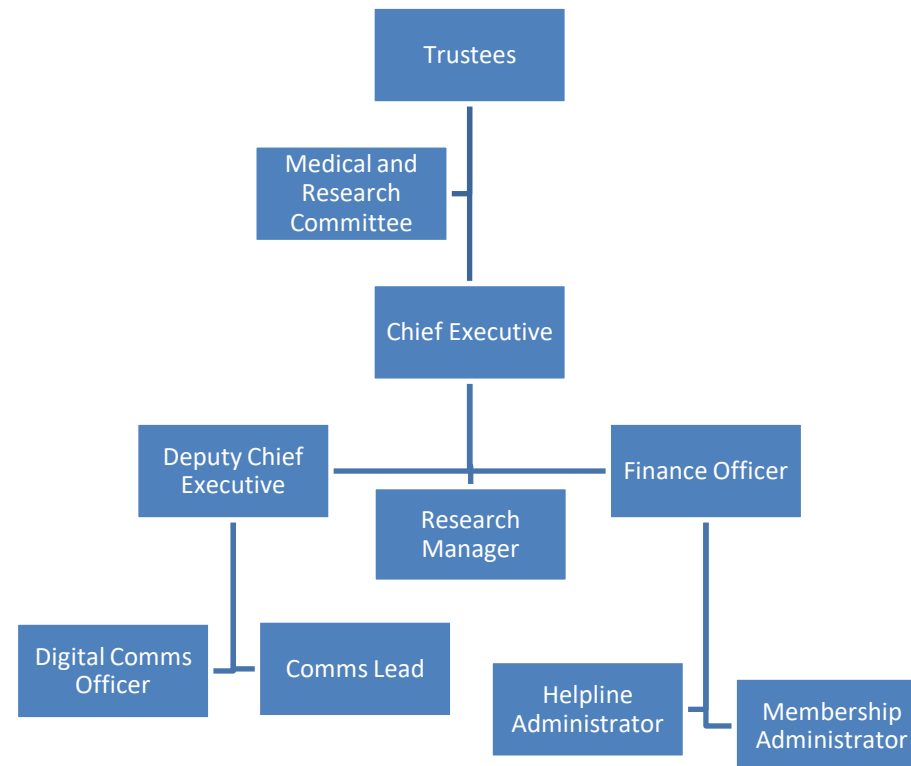
Key External Relationships



*AMRC = Association of Medical Research Charities

**Professional and Regulatory Bodies include the British Association of Dermatologists (BAD), British Dermatological Nursing Group (BDNG), National Institute for Health and Care Excellence (NICE) and the Scottish Medicines Consortium (SMC)

Organisation Chart





Terms, Conditions and Benefits

Research Officer

Job Title: Research Manager

Hours: Part-time, 30 hours per week (not including lunch breaks), Monday to Friday. The start and end times each day for this post can be flexible, around core hours of 10.00am to 3.00pm.

Salary: £32,076 (£26,008 per annum pro rata)

Contract type: Permanent

Location: Dick Coles House, 2 Queensbridge, Northampton, NN4 7BF with hybrid and flexible working offered.

If you have a preferred pattern of work, do discuss it with us. There will be expectations for this role to attend the office at least twice per week. We encourage team members to meet face-to-face with all colleagues at least once a week to ensure good team relationships. Thursday is currently a protected office day when all staff are expected to be present in the office.

Annual Leave: Annual leave entitlement will be the pro rata equivalent of that for full time staff. Annual leave entitlement for full time staff is 34 working days per calendar year (including all bank holidays) rising to 39 days after five years' service.

The charity operates an office shutdown at the following periods: between Christmas and New Year, Easter Tuesday, Spring Bank Tuesday and August Bank Tuesday (6 days) which are included within the above-mentioned annual leave allowance.

We operate a time off in lieu (TOIL) arrangement whereby staff who have worked additional hours for a specific reason have an opportunity to take compensatory time off in the interests of their health and well-being.



Development: There is a healthy budget for training and development and staff are encouraged to make use of opportunities to stay at the forefront of their field, to learn new skills and knowledge, and to gain new experiences.

Pension: The Psoriasis Association operates an auto enrolment pension scheme into which it will pay a contribution of 5% of salary following confirmation in post after a three-month probationary period. Your minimum contribution to the scheme is 5% of salary.

Additional benefits: We can also offer you:

- A day's holiday on your birthday (or nearest working day)
- A health insurance scheme (following completion of the three-month trial period).
- Reserved free parking available on site.
- An enhanced maternity and paternity leave policy after 12 months continuous service.
- Flexible and family friendly working patterns

Reporting to: Deputy Chief Executive – day to day enquiries / information production for websites and social media / Psoriasis Association monitoring statistics
Chief Executive – research strategy development and implementation, and grant calls

Probationary period: The post will be offered subject to satisfactory references and be subject to a three-month trial period.

Owing to the sensitive nature of some of the work due to be carried out, the Psoriasis Association will arrange for a Disclosure and Barring Service check (previously CRB check) to be carried out.

How to apply: Please complete the application form. CV's alone will not be considered. The application form can be accessed here - https://www.psoriasis-association.org.uk/media/Jobs/ResearchManager2024/Application_Form_-_Research_Manager_2024.docx
The closing date for submitting applications is 28th July 2024.

Please note, this role may close earlier if we receive a high number of suitable applications, so please apply early.



Please send completed application forms to Laura Stevenson, Deputy Chief Executive at jobs@psoriasis-association.org.uk

Interviews:

Interviews are expected to take place on w/c 12th August 2024 in person at our head office – Dick Coles House, 2 Queensbridge, Northampton, NN4 7BF.

If you are invited to interview you will be expected to give a short presentation, the subject of which you will be notified in advance.



Person Specification – Research Manager

It is not expected that applicants would necessarily have all of the experience and skills as detailed below but this checklist will be used to help assess suitability for the post.

	Essential	Desirable
Education and training		
Educated to degree level, ideally in a science subject.	✓	
Experience		
Competent / advanced user of Microsoft Office (Word, Excel, Powerpoint, Outlook) and online meeting programmes such as Teams / Zoom	✓	
Experience of analysing data and producing quality reports based on findings	✓	
Evidence of good organisational and project management skills, with good time-management and the ability to manage a busy and varied workload, whilst maintaining attention to detail, and high quality standards	✓	
Ability and experience in dealing with a wide range of people and organisations.		✓
Ability to identify, present, prioritise and implement key strategic objectives		✓
Experience of drawing insights from key opinion leaders and working into a strategic plan		✓
Experience of research grant administration.		✓
Experience of developing or supporting the involvement of patients, carers or the public in research.		✓
Knowledge of the National Institute for Health Research (NIHR) INVOLVE programme.		✓
Evidence of competency in using databases.		✓
Experience of working in a small team and / or in the voluntary sector / managing volunteers.		✓
Understanding		
An understanding of sensitivity and respect for confidentiality.	✓	
Ability to show empathy and understanding of the difficulties of living with a health related condition.	✓	
Understanding of research and research awards processes.		✓



An understanding and commitment to lay involvement in research, and awareness of best practice.		✓
An understanding of the importance of involving multiple stakeholders when planning future strategy		✓

Abilities and competencies		
Ability to deal with a variety of contacts in person, online and over the telephone with professionalism and diplomacy.	✓	
Demonstrate a commitment to equality and diversity in all aspects of work	✓	
Ability to assimilate and summarise complex information to different target audiences.	✓	
Ability to remain calm under pressure.	✓	
Ability to work with attention to detail.	✓	
Ability to logically plan and organise projects	✓	
Ability to offer creative and innovative approaches to communicating medical research.	✓	
Personal Qualities		
Well organised and professional approach. High level of accuracy and attention to detail.	✓	
Confidence and ability to deal with people at all levels.	✓	
Interest in medical related research.		✓
Excellent communications skills – written and oral.	✓	
A willingness to undertake training and adapt to changing situations.	✓	
High levels of enthusiasm and motivation when working alone and as part of a team.	✓	
Ability to inspire and motivate others.		✓
Willingness to undertake a wide range of activities at different levels		✓
Access to a car for occasional work purposes; a full driving licence.		✓

It is essential that you have the right to work in the UK at the time of application. Owing to the sensitive nature of some of the work, you may be required to have a Disclosure and Barring Service (DBS) check. This will be arranged for you.