Job Description

Job Title: Research Coordinator

Department/Division/Faculty: Epidemiology and Biostatistics, School of Public Health, Faculty of Medicine

Campus location: St Mary’s Campus, Paddington

Job Family/Level: Professional Services, Level 3a

Responsible to: Prof Mireille Toledano, Professor of Epidemiology

Key Working Relationships (internal): SCAMP and COSMOS Teams

Key Working Relationships (external): SCAMP / COSMOS collaborators, study participants

Contract type: Full time, fixed term for one year in the first instance

Research Programme

This is an exciting opportunity for someone to join the SCAMP study (Study of Cognition, Adolescents and Mobile Phones). SCAMP is a prospective cohort study, following secondary school pupils (~7000) across London from Year 7 (ages 11-12) to investigate whether use of mobile phones and other wireless technologies and environmental/social factors affect children’s neurocognitive and behavioural outcomes. The study launched in May 2014 and completed its first follow-up data collection in 2018. The successful candidate will play a leading role in the development and co-ordination of the next phase of SCAMP follow-up, taking place in Summer 2020, and support SCAMP’s sub-studies: CLUE (Cognitive Learning and Development in the Urban Environment) and BASS (Biological Analysis of SCAMP Samples). The post holder will also work closely with other International cohort studies including; COSMOS (COhort Study of Mobile phone uSe) of which the UK arm is led by Imperial College London.

The post holder will be based at the Department of Epidemiology and Biostatistics within the School of Public Health at Imperial College London, working closely with other collaborators and researchers on SCAMP and COSMOS. The Department of Epidemiology and Biostatistics has attracted an excellent multi-disciplinary team interfacing across epidemiology, database programming, bioinformatics, geographical information systems, and statistical methodology. This environment provides strong opportunities for continuing professional development. The department has one of the world’s largest research programmes in radiofrequency electromagnetic fields (RF-EMF), and has considerable experience of setting up and conducting large scale epidemiological cohort studies including the AIRWAVE Health Monitoring study (cohort of British police personnel and TETRA phone use).

Purpose of the Post

The post holder will work in the Department of Epidemiology & Biostatistics, and will provide organisational, administrative support to the SCAMP and COSMOS teams and Mireille Toledano, Professor of Epidemiology. The post holder will also assist with the development and co-ordination of the new phase of SCAMP follow-up data collection.

Key Responsibilities

Main Duties

- Coordination and administrative organisation of research projects, mainly for, but not limited to, the COSMOS and SCAMP studies
- Providing administrative support to academic investigators, including collecting post, completing expense claims, ordering supplies and booking travel/accommodation (domestic & international)
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- Providing day to day personal assistance to academic investigators, including diary management, filing, and dealing with basic phone and email queries on their behalf
- Assisting the Project Manager with organisation of meetings, sending calendar invites, preparing the agenda, room bookings, and catering
- Production of materials and papers for meetings
- Attending meetings, effective minute-taking, and recording of actions with deadlines
- Maintenance of accurate project records to capture project output such as publication record, conference attendance, prizes and awards, public engagement events
- Preparing project paperwork such as reports and regular statements on activities to strict deadlines
- Liaising effectively with international academics, relevant industry partners, relevant school partners, companies involved in designing project materials, research staff, members of the public
- Preparing reports and presentations for the projects
- Preparing, mailing, and filing of project materials for study participants
- Acting as a first point of contact for study participants and responding to UKCOSMOS emails and phone calls, dealing with queries, resolving problems, assisting with questionnaire completion & where necessary, escalating issues to the researchers on the project
- Maintaining the Personal Change Database with participant change of detail information
- Organising the group share drives
- To assist with external communications for the two projects e.g. the maintenance of the project websites and Instagram and Twitter accounts
- To construct relevant spreadsheets and ensure that these are kept updated and maintained
- To undertake financial purchases, or arrange payments, for the projects using the College financial systems and in liaison with the Departmental administrative team
- Assisting other academic investigators in the department as required

Other Duties

- To observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Imperial Expectations (for new leaders, managers and supervisors), Information Technology, Private Engagements and Register of Interests, and Smoking
- To undertake specific safety responsibilities relevant to individual roles, as set out on the College Website Health and Safety Structure and Responsibilities page (http://www3.imperial.ac.uk/safety/policies/organisationandarrangements)
- Other responsibilities appropriate to an appointment at this level as required by Professor Paul Elliott, Head of Department of Epidemiology and Public Health.

Person Specification

Requirements
Candidates/post holders will be expected to demonstrate the following:

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<th>Essential (E)</th>
<th>Desirable (D)</th>
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**Education**
- A Bachelor’s degree in Science or equivalent experience, preferably in science or public health field | E |
- A Master’s degree in Science or equivalent qualification/experience, preferably in science or public health field | D |

**Knowledge & Experience**
- Sound knowledge of administrative processes | E |
- Experience in the use of Microsoft Office packages including Excel and Word | E |
- Experience of working independently & proactively to meet strict deadlines on a number of concurrent tasks | E |
- Experience of report writing and editing, and review/feedback loops | E |
- Experience of liaising with project stakeholders | E |
- Experience of keeping accurate records and up to date files | E |

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| Experience of financial processing, including purchase orders and expense claims | E |
| Experience of personal assistant tasks such as diary, email and phone management | E |
| Strong customer service experience, ability to resolve problems & deal with queries in a proactive manner | E |
| Experience conducting research and literature searches | E |
| Experience organising and taking minutes for meetings | E |
| Administrative experience in an academic research project background | D |
| Experience of website maintenance | D |

### Skills & Abilities

| Proven organisational skills | E |
| Ability to work with a minimum of supervision | E |
| Ability to prioritise and balance a large number of concurrent tasks and organise work effectively to meet strict deadlines | E |
| Ability to make arrangements for national and international travel and accommodation | E |
| Excellent verbal and written communication skills, with experience in public speaking | E |
| Ability to collaborate effectively within a team | E |
| Ability to communicate and liaise effectively, both in person and via telephone/email with staff at a range of levels and disciplines, as well as international collaborators, service providers and members of the public | E |
| Excellent time management skills | E |
| High attention to detail | E |

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

1) Champion a positive approach to change and opportunity  
2) Communicate regularly and effectively within and across teams  
3) Consider the thoughts and expectations of others  
4) Deliver positive outcomes  
5) Encourage inclusive participation and eliminate discrimination  
6) Support and develop staff to optimise talent  
7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality  
- Conflict of Interest  
- Data Protection  
- Equal Opportunities  
- Financial Regulations  
- Health and Safety  
- Information Technology  
- Private Engagements and Register of Interests  
- Smoking

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

*Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.*