JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research and Development Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Psychology</td>
</tr>
<tr>
<td>Job type</td>
<td>Research</td>
</tr>
<tr>
<td>Grade:</td>
<td>7</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Department</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Purpose of the Post

The Psychology Department at Royal Holloway, University of London is an ambitious and successful organisation committed to delivering world-class, transformative research and an outstanding student experience. We have nearly 800 students, 75 staff, and nearly 150 casual / visiting tutors. The post holder will make a significant contribution to shaping and maintaining our research infrastructure and facilities, and to creating opportunities for our research to have transformative impacts on communities nationally and internationally. The post holder will also support research elements of our teaching and student experience, and will contribute to expanding our ongoing programmes to support graduate employability.

Below are a range of duties that may be expected of the post-holder.

**Student Facing Tasks**

To liaise with the Director of Teaching, Director of Research, Chair of Ethics and project coordinators as necessary, to provide ongoing logistical support for staff and student research projects which could include assisting with the allocation of supervisors, ethics protocols, risk assessments and resources.

To contribute to undergraduate and graduate teaching to cover topics such as ethical procedures and health and safety aspects of research, and to offer surgeries or workshops for students pertaining to employability or research support.

To work with the Director of Student Experience to expand programmes pertaining to employability, and to enhance other areas of the student experience in line with departmental strategy.

To ensure that teaching labs are properly prepared and maintained, and to assist as necessary with laboratory teaching.
To provide logistical support for Applicant Visit Days, Open Days, Science Open Days, Careers Evenings, and other events which may occur outside of normal hours (evenings, Saturdays).

**Research Support Tasks**

To assist with specialist procurement of materials and equipment to support research and/or teaching through liaison with other academic departments, College IT, College Estates, commercial suppliers and other Universities.

To keep a register of laboratory equipment, its setup, and any maintenance schedules.

To keep a register of psychological instruments (e.g. tests, questionnaires) available for research use.

To manage the Research Participation Pool and to coordinate its continual refreshment.

To assist with the development of grant bids where specialist laboratory facilities are involved, or where there is a need for collaborative networks. This may include liaison with Research & Enterprise to correctly specify and cost the facilities that will be required.

To assist academic staff and the Director of Impact with initiatives to enable the development of impact networks with industry, third sector and policy bodies; to develop media and other outreach initiatives, liaising with relevant professional services and Departmental and College IT support as appropriate.

**Laboratory Infrastructure and Safety**

Contribute to Health & Safety in the department, contributing to Health & Safety audits and risk assessments for research projects, ensuring that all legislation is complied with.

Ensuring departmental and College safe working practices and operational procedures are followed with respect to research, and maintaining an up-to-date knowledge relating to safety.

Coordination of any maintenance or buildings projects pertaining to research facilities and infrastructure, involving close liaison with Estates and Campus Services.

Any other duties prosed by the line manager or Head of Department that are commensurate with the grade.