# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Senior Administrator</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Psychology</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 5</td>
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<tr>
<td>Accountable to:</td>
<td>PI / Project Lead</td>
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<tr>
<td>Accountable for:</td>
<td>Research and Administrative Activities on the Project entitled Clinical Psychologists as Leaders Project (CPL)</td>
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## Purpose of the Post

To support the successful delivery of the Clinical Psychologists as Leaders Project (CPL) project through completion of Administrative and Research Activities. The project is a British Psychological Society (BPS) funded national initiative to provide mentoring and leadership training and support to clinical psychologists in the UK.

## Key Tasks

- To recruit, schedule and test participants (data collection) for area of study
- Schedule participant appointments and make decisions / assessments as to appropriate approaches within each focus group or individual interview.
- To manage project data including (a) collection of back up data in a timely manner as appropriate (b) conduct data entry (c) take up simple data analysis tasks under supervision.
- Plans own day to day research activity –using standard techniques
- Manage and support mentoring website and resources including transfer of data
- Communicate with stakeholders through electronic and print media
- Organise learning events - online and face to face
- Manage databases and systems for mentoring scheme

## Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

## Internal and external relationships
The following list is not exhaustive but the post holder will be required to liaise with:
The British Psychological Society (BPS) Administration Team
The Leadership and Management Faculty within the BPS
The Project steering group members