



JOB DESCRIPTION

Job Title:	Research Administrator
Department / Unit:	Law and Criminology
Job type	Professional Services
Grade:	RHUL 5
Accountable to:	PI / Project Lead Karl Mason
Purpose of the Post	
To support the successful delivery of the project "Older People's Care Homes, Inspection Practices and Human Rights"	
Key Tasks	
<ul style="list-style-type: none"> • To Liaise with the project team to ensure the smooth running of the project. In particular this will involve <ul style="list-style-type: none"> - Documentary Analysis of English-language inspection reports of older people's care homes from Council of Europe national prevention mechanism countries - Supporting the development of a European network of stakeholders with an interest in older people's care home inspections by national preventive mechanism institutions - Supporting networking events and symposia • To contribute to the overall activities of the research team as appropriate. • Production of basic statistics and graphs. • 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. • Manage and support resources including transfer of data • Assistance with writing, proof-reading and editing documents. • Supporting the project through blog writing/social media • Assistance with follow-up bid writing • To recruit, schedule and engage with participants (data collection) or stakeholders (external engagement) for this study • Communicate with stakeholders through electronic and print media 	

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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:

Project team

National NPMs in Council of Europe States

Partner academics

All communication will be managed in discussion with the Principal Investigator

**ROYAL HOLLOWAY
University of London**

PERSON SPECIFICATION FORM

Job Title: Research Administrator Grade 5

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to A' Level	X	
Educated to first degree level or equivalent	X	
Qualification / experience in area of research		X
Skills and/or Abilities		
Ability to communicate to non-scientific audiences	X	
Ability to construct graphs and conduct analyses	X	
Computer literate in Microsoft Word, Excel and PowerPoint	X	
Experience		
Experience using NVivo		X
Basic website updating		X