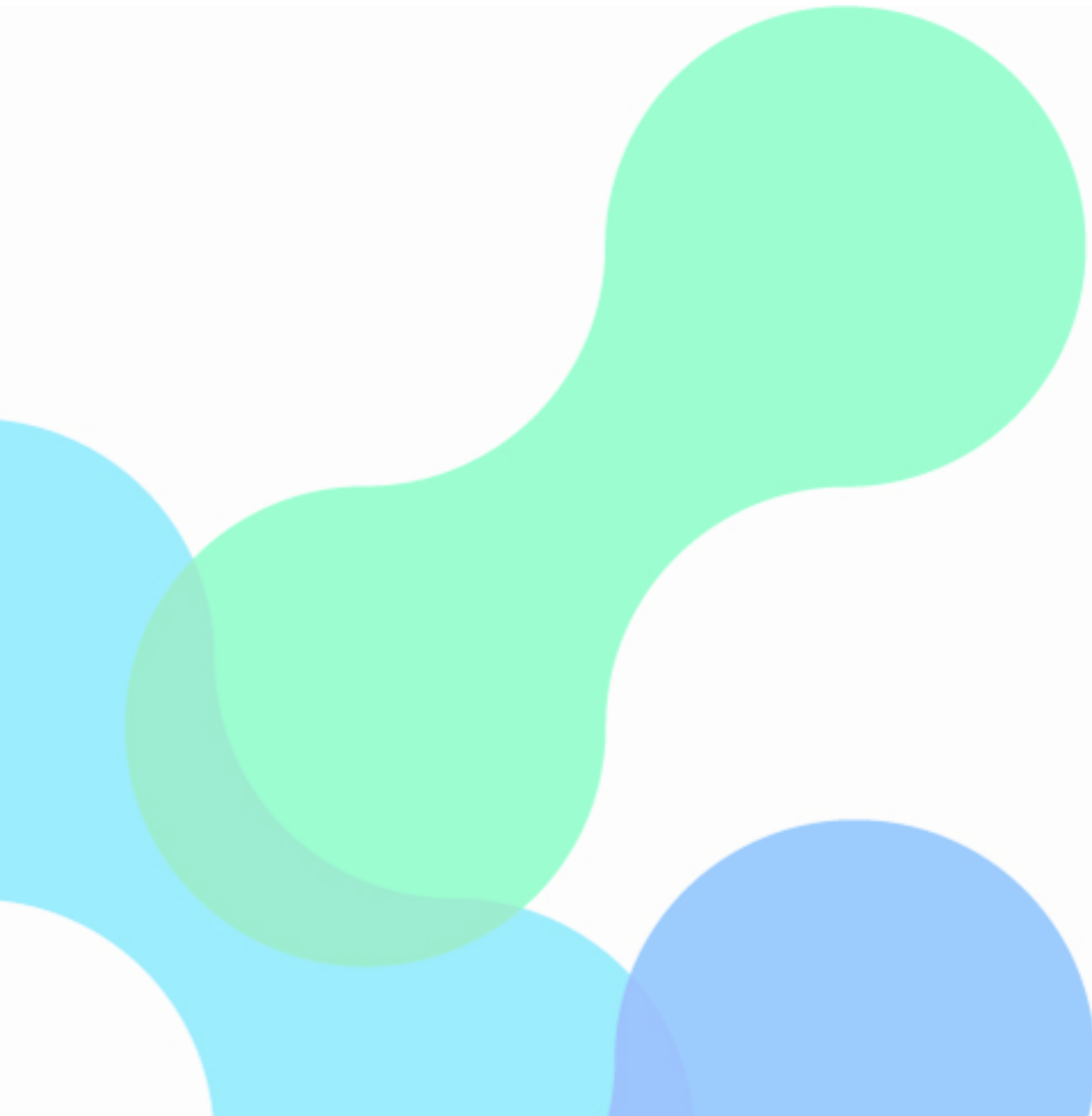


**Orthopaedic
Research UK**



Research Grants & Evaluation Officer



**Our purpose is the reason
why we exist.**

Our **purpose** is to use our funding to drive breakthrough research and education programmes and innovation in bone, joint and muscle well-being.

Our aim is to reduce the burden on individuals, on workplaces, and on our health system.

Job summary

Job title	Research Grants & Evaluation Officer
Contract:	Permanent, Full-time
Salary	£29,000 - £32,000 per annum + benefits
Hours	35 hours per week (with flexible working within core hours)
Location	Hybrid working (home and office in Central London)
Closing date	16 June 2023 at 17:00
Interview date	26 June 2023
Start date	As soon as possible

About us

We are Orthopaedic Research UK (ORUK), one of the very few medical research charities in the UK, investing our funds to encourage breakthrough research and education programmes and innovation in bone, joint and muscle wellbeing. Our aim is to reduce the burden of poor musculoskeletal (MSK) health on individuals, workplaces and our health system.

The need we serve is ever worsening: 19m people suffer from MSK problems in the UK, costing the NHS £5bn per year, resulting in ever-lengthening NHS waiting lists, and the loss of 30m working days to the UK economy.

We fund innovative research projects in the UK that expand knowledge, improve patient outcomes and pioneer new forms of MSK diagnosis and treatment. Our investment makes a real difference to the lives of millions of people suffering poor MSK health, today and into the future. Since 2004 we have invested £11.5m in 165 research projects in the UK.

We support education, primarily through workshops, training courses, lectures, virtual conferences and webinars that will improve knowledge of MSK conditions. Since the start of our strategy in September 2020, we have staged 112 events and in total we educated 12,551 healthcare professionals with support from 1,253 faculty members. On average, over 92% of participants rated our events as 'excellent' or 'good' in terms of educational value.

Despite the tremendous burden placed on individuals and society, MSK health does not always receive the attention or investment that it merits. This is why, in addition to using our funds to fill the most important gaps in research funding and professional education, we work with partners, such as leading professional institutions, to attract additional investment to the sector.

By working together and sharing knowledge and ideas, we can become a stronger voice for MSK health.

Purpose of the role

To support the Charity in delivering its strategic aims in research we are looking to appoint an enthusiastic and experienced Research Grants & Evaluation Officer to join our team to take ownership of engaging with our MSK research community. The person will be involved in administering ORUK's grants programmes, disseminating the findings and impact of the research to key stakeholders, who include our funding partners, health organisations and trustees.

In this role you are expected to gain an understanding of the various activities of the Charity, keep updated with developments in MSK research and policy, and liaise effectively with researchers, partners and other stakeholders.

This is an exciting opportunity to make your mark within a small well-established medical Charity that has ambitious growth plans and a 'can do' mentality. We are a small, vibrant and agile team that encourages creative and innovative thinking.

The team is currently following a hybrid model of work, although this is subject to regular review. This role will be required to work 1-day a week (Mondays) from our office in central London.

Reporting directly to the CEO.

Key responsibilities

Research Grants Programme

- Support the charity in implementing its research strategy.
- Implement the peer review process in accordance with The Association of Medical Research Charities (AMRC) guidelines.
- Support the Scientific Advisory Committee by organising meetings and providing meeting materials.
- Regular communication with the researchers funded by ORUK.
- Monitor the outcomes of funded research using data collected with *Researchfish*.
- Support funding calls and assist in ongoing management of grant funded projects as required.

Research Communication

- Provide research content to the marketing and communication team for social media, newsletter, website, etc.
- Regularly update research impact data and research information on the website.
- Represent ORUK in relevant external meetings/conferences.
- Maintain a coherent research plan and annual budget through regular liaison with the CFO.
- Proactively keep research lists up-to-date, research new target audiences, and create data lists for these on the CRM system.

Relationship management

- Manage relationships with internal/external stakeholders and journalists to ensure the successful delivery of communications for our audiences. Gain and maintain buy-in through timely updates and ongoing communication.
- Develop relationships with the MSK community and partners to shape communications and channels.

Insight, evaluation and data management

- Develop an ongoing understanding of the research needs of the MSK Community to ensure our programmes are tailored appropriately.
- Evaluate research activities using a range of analytics tools, providing regular updates and recommending action to maximise impact.
- Support audience insight work (e.g., user research, usability testing, surveys, digital experiments) to inform research development and positioning.
- Keep abreast of the latest trends and technologies in MSK research.
- Manage audience data and research journeys.
- Maintain distribution lists for research mailings, managing additions and updates and checking data accuracy.
- Evaluate and report our research impact every quarter and annually.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Key technical skills, knowledge and behaviour

Minimum criteria

- Degree in relevant science or in medicine.
- Passion to keep up to date with the latest findings in MSK research.
- Excellent communication skills, verbal and written and confidence engaging with stakeholders is essential.
- Excellent planning, organisational and project management skills.
- Excellent attention to detail.
- Excellent proof-reading skills and attention to detail.
- Be able to cope with pressure and tight deadlines.
- Organised with good time management skills.
- Friendly, positive, flexible and adaptable team player.

Desirable

- Experience working within a scientific/research-focused organisation (e.g. agency, funder, publisher, professional body, pharmaceutical industry, medical research charity)

Benefits

- 8% annual bonus based on performance (discretionary)
- Annual cost of living review
- Flexible working hours in core business hours (8am – 6pm)
- TOIL for overtime during weekdays and weekends
- Pension 8% (employers' contribution 7.5% + 0.5% employees' contribution)
- 25 days annual leave plus bank holidays, increasing by 1 day per year after 5 years up to a maximum of 30 days
- Enhanced maternity/paternity package
- Interest-free travel loan
- Access to Employee Assistance Programme
- Private Medical Health Insurance (and reduced family rates)
- Bike to work scheme
- Death in service (x4 basic salary)
- Opportunity to grow within the organisation

Application process

If you wish to have an informal discussion about the role or the application process, please contact Miss Debbie Palmer, Executive Officer via email d.palmer@oruk.org.

To apply for this role, please provide your CV and covering letter to jobs@oruk.org.

Investing in our future movement

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