

NIHR School for Social Care Research

Hourly-paid Appointment

The NIHR School for Social Care Research (NIHR SSCR) is seeking to appoint an individual to support the School's Director, Professor Martin Knapp, and Finance and Impact Manager, Anji Mehta, across a range of responsibilities.

NIHR SSCR was established by the National Institute for Health Research (NIHR) in 2009 to improve the evidence base for adult social care practice in England and is a partnership between seven universities led by LSE. Since 2009, NIHR SSCR has commissioned 188 research studies and a number of scoping and methods reviews, with 53 current projects and further projects to be commissioned over the coming year. Further details are available on our [website](#).

Alongside our core programme of activities, we have a further programme of work to build capacity for social care research by providing career development opportunities.

The postholder will support the SSCR Director and Finance and Impact Manager in a range of areas, including:

- supporting research management processes such as compiling information from research project progress reports, and producing relevant summaries
- supporting research commissioning processes, which may include peer-review processes, coordinating funding committees (including compiling and circulating papers for meetings), drafting meeting minutes and feedback letters
- collating information for SSCR-level reports, including coordinating comments and edits on drafts
- developing background reports or summaries for strategic SSCR-level meetings
- updating records for commissioned research awards
- other support activities as required.

The role provides the postholder with the opportunity to gain further experience in research commissioning and management processes, and increase their knowledge of adult social care research and organisations such as the NIHR.

The postholder will need:

- A good general standard of education, preferably to degree level (or equivalent)
- Experience of supporting committee meetings
- Experience of producing minutes and drafting business documents
- Excellent communications skills, including writing and editing skills in English
- Excellent planning and organisational skills, able to prioritise and manage multiple tasks, working to challenging targets and deadlines
- Excellent interpersonal skills
- Ability to work accurately and with excellent attention to detail
- The right to work in the UK.

The following are highly desirable:

- Experience of supporting research funding/grant processes or committees
- Interest in adult social care
- Experience in the area of research management.

Commitment

The postholder will need to commit to:

- Between 20 and 35 hours per week to the role for 6 months
- Regular meetings as needed (with in-person meetings organised in advance).

The postholder will be employed through NIHR SSCR at the London School of Economics and Political Science on an hourly-paid contract.

The hourly rate will be negotiated with the successful applicant based on experience at around £20-25 per hour.

NIHR SSCR would be happy for an individual to take on this role as part of their continuing professional development or education (such as PhD studies), and to discuss how this might be managed with the successful applicant.

Application process

To apply please email a brief covering letter setting out relevant experience and why the role is of interest, with a full CV, to a.mehta3@lse.ac.uk by **16.00 on Friday 18 June 2021**.

Enquiries

For informal enquiries about the role please email Anji Mehta at a.mehta3@lse.ac.uk.