UK Kidney Association
Job description

Job Title: Registry project officer

Department/section: Operations

Reports to: Director of informatics research / head of operations

General information

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association is the leading professional body for the UK renal community. We welcome members working in clinical renal care, treating and caring for people with kidney disease, and those working in research, or related sciences and fields.

The UK Renal Registry is the part of the UK Kidney Association responsible for the collection, analysis, management and development of a high quality clinical renal database. We use data submitted from the 71 adult and 13 paediatric renal centres across the country to create the database. The information, in the form of data and reports, is a shared resource used to develop research into kidney disease to improve the quality of care for renal patients.

Job Purpose

The registry project officer is responsible for effective administration and management of the activities in the programme of audit and research at the UK Renal Registry which forms part of the UK Kidney Association. This will include managing administrative processes, project managing audit and research work streams and organising events, such as meetings, workshops and courses.

Responsible for

Criteria	Measure	Comments
Staff		None
Budget		None
Equipment		Standard use of office equipment

Key Working Relationships

Contact	Relationship to
Head of operations	Reports to, as line manager
Director of informatics research	Reports to, as line manager
UKRR kidney research fellow	Key colleague, works closely with
Patient Council	Member, advising on research
UKRR Data Release Group	Co-ordinate group, and member
Research Methods Study Group	Co-ordinate group, and member
UKRR Research Ethics Committee	Key contact
UKRR Section 251 Research	Key contact

Main Duties

Project Support
1. Support the production of the annual report, including managing the project, coordinating and liaising with contributors, type setting, automatic table and figure updates.
2. Project management of work proposals to the UK Renal Registry for access to data.
3. Project management of research analyses being performed by the UK Renal Registry.
4. Provide programme support delivered within agreed timescales in the management and delivery of the UK Kidney Association research programme.
5. Work on any other related areas of research work that are relevant to the UK Kidney Association research programme.
6. Ensure programme plans are developed and managed to agreed timescales.
7. Ensure the effective and timely implementation of both independent and inter-dependent activities to support the delivery of the key priorities.
8. Apply new and innovative approaches to systems and processes to maximise the organisational efficiency of the programme.
9. Participate in relevant internal and external research meetings to provide information and project management support in the development and execution of research plans and reports.
10. Provide coordination of and participate in relevant internal and external working groups and provide project advice, expertise and support where requested.
11. Attend meetings and events, drafting agendas, collation of papers, producing presentations and minute taking where required.
12. Build good working relationships with respect to the role requirements with internal and external stakeholders at all levels
13. Supporting the research team with the audit of compliance with data shared with external organisations for research
14. Support doctoral and post-doctoral research fellows employed by the UK Renal Registry

Office
15. Support management in the provision of a safe and adequate working environment.
16. Observe and conform to UKKA confidentiality requirements.

Line Role
17. None

The postholder is expected to undertake any other duties commensurate with the grade.

Person specification

Qualifications	Essential/Desirable
Degree level qualification, or equivalent level of training or knowledge gained through demonstrable experience	E
A level or equivalent level of qualification	E
Grade C or above (or levels 9-4) in Maths and English GCSE, or equivalent level of qualification	E
Project management qualification, or equivalent level of expertise gained through experience	D

Experience/skills	Essential/Desirable
A proven record of success in research or project administration	E
Previous demonstrable experience in research administration or coordination in healthcare R&D, pharmaceutical or academic research	E
Evidence of a tenacious attitude to delivering work	E
Experience of effectively juggling multiple deadlines, responding to requests at tight deadlines, and prioritising and planning workload on a daily basis	E
Proven effective planning, administrative and organisational skills, with excellent attention to detail	E
IT literate, with proven expertise in Microsoft Office, particularly in MS Excel, Word and PowerPoint	E
High level of interpersonal skills with proven ability to communicate with and manage a wide range of stakeholders at all levels in a positive, enthusiastic and professional way	E
Demonstrable experience of building successful professional relationships	E
Ability to work autonomously and independently, in a self-motivated and disciplined way	E
Team worker, including diplomacy and proven success working with different types of people	E
Able to demonstrate analytical and problem solving skills	E
Ability to remain calm under pressure and adapt to a rapidly changing environment	E
Able to influence and negotiate with others to get tasks done	E
Able to read complex material (such as data and protocols/proposals) and interpret and extract relevant information	E

Knowledge	Essential/Desirable
A working understanding of information governance, data protection and GDPR legislation and principles and how these apply in an academic and health research setting	E
An understanding of the NHS R&D and NIHR structure and functions	D

Other Relevant Information

Travel requirements
Some UK travel may be required together with overnight stays.

Equality & Diversity Aims
As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Risk Management
Staff at all levels have a responsibility for ensuring that risks are managed, as an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and to co-operate with any investigations undertaken.

Health and Safety
Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to report all accidents to the General Manager.

Information Security and Confidentiality
During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 2018 unless explicit written consent has been give by the person identified, or where information sharing protocols allows it.

General Information
This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

Approved by: Date:

Accepted by: Date: