

# Research Committee Programme Manager

## Job Description

Responsible to	Director of Clinical Quality and Workforce Sustainability
Key working relationships	Engagement and External Affairs Directorate, Chief Executive, College President and Officers, other RCEM teams, RCEM members and fellows, Committee Chairs, external stakeholders.
Grade	Level 2
Contract	Permanent
Job Purpose	<p>As Research Committee Programme Manager, you will play a pivotal role in supporting and shaping the RCEM Research Committee's strategic and operational activities. You will lead the modernisation of our research grant and conference abstract processes, develop our Clinical Trials Network infrastructure, and provide hands-on support for our growing research portfolio. This is an exciting opportunity to enhance RCEM's research capacity, improve grant and fellowship processes, support the College's ambition to strengthen emergency medicine research, and influence the future of academic Emergency Medicine nationally and internationally.</p>

# Key Responsibilities

- Provide administrative and strategic support to the quarterly RCEM Research Committee meetings (2 face-to-face, 2 virtual), including meeting preparation (scheduling, venues, agendas), reporting (minutes), and follow-up actions.
- Maintain and update committee membership and research grant databases.
- Coordinate onboarding of new committee members and manage membership changes.
- Oversee website updates related to research activities.
- Administer research grants and fellowships (spring/autumn calls, LMIC grants, collaborative grants, undergraduate essay prizes), including launch, eligibility checks, reviewer allocation, collation of marks, letters of award, and invoicing.
- Support administration of the Clinical Trials Network Day, Research Engagement Day, Industry Day, and other related research events.
- Apply project management principles to coordinate research initiatives, events, and strategic projects, monitoring timelines, budgets, and deliverables.
- Monitor research progress, ensure compliance with governance requirements, and produce regular updates and reports for the committee.
- Prepare progress reports and escalate risks or delays to the Director of Clinical Quality and Workforce Sustainability.
- Contribute to development of 5-year research and finance plans.
- Assist in strategy for research days (2026–2027) and Emergency Care Incubator.
- Support RC Chair with academic and policy work (NIHR/GCP, curriculum issues, annual reports).
- Liaise with committees and external bodies (Council, Executive, AoMRC Academic Leads, EMJ Management Committee).
- Oversee impact measurement for grants and fellowships and ensure compliance with terms and conditions.
- Explore opportunities for RCEM to join the Association of Medical Research Charities (AMRC).
- Overhaul abstract marking process for RCEM Conference, including improved marking schemes and allocation of abstracts.
- Lead the overhaul and management of RCEM research grant processes, from application to award and monitoring.
- Support the development and coordination of the Clinical Trials Network in collaboration with academic and clinical partners.
- Liaise with internal and external stakeholders, including research funders, healthcare providers, and academic institutions.
- Identify opportunities to improve efficiency, impact, and reach of RCEM-supported research.

# Values

## Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, always meeting each other with dignity and humanity.



### This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.

## Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.



### This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.

## Collaborate for growth.

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.



### This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.

## Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.



### This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learning new skills and trying new approaches.
- Prioritise sustainable solutions, with choices that are in the long-term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.

# Person Specification

## Essential

## Desirable

### Qualifications

- Formal project management training or certification (e.g., PRINCE2, Agile, or equivalent)

### Practical experience

- Experience in managing research programmes or academic projects, strategic planning and policy development preferably within a research, academic, or healthcare setting
- Experience supporting committees or boards
- Experience in impact measurement and reporting for research projects

### Skills

- Strong organisational skills with the ability to manage complex processes and multiple projects simultaneously
- Excellent communication skills, both written and verbal, with the ability to engage diverse stakeholders
- Strong communication skills (written and verbal) for liaising with committees and external stakeholders
- Ability to work independently and as part of a team
- Ability to manage multiple projects simultaneously, ensuring deadlines and deliverables are met
- Strong planning and prioritisation skills
- Proficiency in MS Office and database management

## Knowledge

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| <ul style="list-style-type: none"><li>• Knowledge of research governance and grant administration including grant management, assessing eligibility of applications and managing award processes.</li></ul> | <ul style="list-style-type: none"><li>• A proven understanding of the infrastructure for clinical research in the UK and NIHR processes.</li><li>• Understanding of academic conference management and abstract submission systems and processes.</li><li>• Knowledge of clinical research networks and trials coordination.</li><li>• Knowledge of emergency medicine or healthcare research environment.</li></ul> |
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## Personal Attributes

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| <ul style="list-style-type: none"><li>• High attention to detail and accuracy</li></ul> |  |
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# Policies & Guidelines

## College Policies and Procedures

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

## Confidentiality

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

## Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## Risk Management

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

## Equal Opportunities

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

## Additional Information

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.