



JOB PROFILE

Post Title:	Research Coordinator
Portfolio:	Education Skills & Employment
Responsible to:	<i>Head of Lifelong Learning</i>
Responsible for:	<i>Administration Assistant</i>
Grade:	Band E

Job Purpose

To improve the lives of all within our community and help the island thrive by providing a professional, advisory and support role to the operations and management of the St. Helena Research Institute.

Main Duties and Responsibilities

1. 1. Ensure the smooth and efficient operation of the St. Helena Research Institute which includes:
 - a. Taking responsibility for the management of all applications including convening and holding meetings as required (both on-island and internationally)
 - b. Contributing to the development and successful implementation of the policies and practices of the St. Helena Research Institute and those of other relevant agencies i.e. Environmental Protection Ordinance
 - c. Ensuring all research is conducted ethically and in accordance with relevant legislation.
 - d. Ensuring appropriate quality assurance checks are conducted in line with research applications
 - e. Monitoring the progress of research activities and maintaining relevant records
 - f. Monitoring and developing the Research Database ensuring all research is logged, secured and made available as required
 - g. In liaison with the Assistant Director, Lifelong Learning, ensure that the St. Helena Research Institute is equipped with the relevant resources
 - h. Recommend required resources to Assistant Director, Lifelong Learning for purchase, as appropriate
 - i. In liaison with the Finance Officer ensure through monitoring of the Trading Account that all researchers pay allocated fees and charges
 - j. Work to strengthen links with the research community and increase levels of support through various networking and connections with the Research community mostly via the internet and as and when opportunities arise e.g. through links with SAERI
 - k. Coordinating any relevant events linked to the working of the St. Helena Research Institute.
 - l. Work to mitigate risks within the St. Helena Research Institute ensuring that responsibility for risk management is effectively embedded and that all risks identified are reported to the Research Council and Steering Group



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- m. Reporting regularly to the Research Council and Steering Group on the effectiveness of the work of the St. Helena Research Institute highlighting any areas of concern, achievements, revenues collected and research secured.
- 2. In liaison with the Inclusion Manager, jointly line manage the Administration Assistant for two days per week. Duties include:
 - a. Authorisation of leave
 - b. Allocation of relevant tasks/duties
 - c. Ensuring that the staff member is aware of and abides by the Code of Management and other relevant policies and practices of SHG.
 - d. In liaison with the Inclusion Manager, manage performance, appraisal and development of staff and set annual performance targets
- 3. Responsible for the management and operations of the St. Helena Research Institute
- 4. Responsible for all promotion, publicity, advertising, media relations and reporting pertaining to the St. Helena Research Institute
- 5. Responsible for liaising with and strengthening links with internal and external bodies to support the working of and implementation of the St. Helena Research Institute.
- 6. Have responsibility for:
 - a. Ensuring the timely receipt and feedback on research applications
 - b. Ensuring all relevant documentation is completed to comply with the Research Institute Policies and procedures
 - c. Adhering to relevant policies such as Equality and Diversity Policy, Child Protection requirements as outlined in the Child Protection Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults, Safeguarding Policy
 - d. Effectively representing the interests of the St. Helena Research Institute with stakeholders, major clients and the community in all matters relevant to the duties of the role
 - e. Promoting the highest standards of Health and Safety practice in relation to all aspects of the duties of the role
- 7. Undertake all people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc. and completing Manager Self Service (HR21) processes as required.
- 8. Provide leadership, management and development to support team members to perform their roles competently and achieve team objectives or targets.

Special Conditions

- Working outside of normal working hours



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However, for the proper performance of the responsibilities this post will not be limited to normal working hours, the postholder will, in response to the demands of the post, be required to work out of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework *These should be checked – this is a general guide but should be role specific so may require other levels due to the nature/focus of the role*

Competency	Level
Professional Development: Required Professional Competency standards met	ii
Planning & Delivery of Work: Plans and organises work to meet individual, team and directorate/departmental objectives whilst achieving quality and value for money. Recognises good performance and tackles poor performance. Ensures delivery against plan. Identifies information needs and ensures they are delivered in a timely and effective manner.	iii
Analysis and use of Information: Identifies and uses various sources of evidence to support outputs. Uses evidence to evaluate policies, projects and programmes. Works confidently with data before making decisions: e.g. interpret trends, issues and risks. Establishes underlying causes of problem. Considers options before deciding solution.	iii
Decision Making: Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines. Assembles available knowledge to ensure evidence based decisions.	iii
Working with Others: Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information. Shares and implements good practice with others. Works with senior management and other stakeholders.	iii
Communication: Varies language and content to ensure understanding of audience. Facilitates understanding by explanation and example. Highlights key points for summary from detailed and complex documents.	iv



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Influencing and Persuading: Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs. Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.	iii
Dealing with Change: Encourages employees to embrace and contribute to change. Presents the business need for change and can focus others on the positive aspects. Enables others to implement change. Anticipates obstacles to change.	iv
Continuous Improvement: Can describe what the future looks like in terms of service improvements and modernisation. Motivate others to improve and develop their performance. Constructively challenges existing strategies. Sets SMART objectives for teams and evaluates them.	iii
Managing Resources: Ensures appropriate resources and levels of capability to deliver to plan. Uses management information to monitor/control resources. Supports initiatives for new and more efficient use of resources. Gains respect and credibility from team members through effective delegation, coaching and development.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Level 4 or higher qualification in a relevant subject area or willing to work towards	E	√	
Degree in relevant subject area	D	√	
Project or Programme Management Qualification (Prince2, MSP, Agile) or equivalent level of demonstrable attainment or experience	D	√	
Knowledge & Experience:			
At least 1 years recent and relevant experience in management	E		
At least 1 years relevant experience of contributing to research	E		
Experience of analysing and interpreting information to develop solutions or solve problems	E	√	√
Experience of dealing with financial accountability and procurement systems (preferably in a public sector environment)	D	√	
Experience of supervising a group of staff and overseeing the day-to-day running of a team	D	√	√
Skills and Abilities:			
Excellent verbal, written and presentation skills, including the ability to explain complex ideas and engage people	E	√	√
The ability to define and use analytics to support decision making	E		√
Able to use professional judgement and diplomacy to make decisions	E		√
Confident in using ICT systems relevant to role, including Management Information Systems and MS Office	E		√
Able to plan, manage and review tasks for team members	E		√
Strong interpersonal skills including motivational, negotiating, influencing and relationship building	E		√
Excellent time management and planning and organisation skills	E		√
The ability to be creative and identify improvements and anticipate and respond to change	E		√



PERSON SPECIFICATION

Proficient at assessing problems and determining the most appropriate action	E		√
Is approachable and confident in developing team members to acquire skills and experience	E		√
Other:			
Highly self-motivated	E	√	√
Effective team player	E	√	√
Ability to apply objective judgement, use initiative and work independently	E	√	√
Ability to think strategically	E	√	√
Responsive to change	E	√	√
Innovative and creative	E	√	√
Must be caring, patient and tolerant	E	√	√
Must have a passion for learning and research	E	√	√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	√	√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	√	√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.