Job Title: Research Manager – Patient and Caregiver Experience in Rare Diseases

Reporting to: Head of Research and Medical Communications

Hours: Full time post however part time with a minimum of 28 hours may be considered for the right candidate

Location: Amersham, hybrid working

Salary: Dependent on experience

We are looking for a talented research professional to join our small bespoke research and medical communications agency that specialises in rare and complex diseases. If you have a passion for research, experience in the medical or healthcare field and excellent qualitative and quantitative research and analysis skills, we would like to hear from you.

This is a rare opportunity to join our unique agency that operates on a not-for-profit basis. By gifting any surplus to our parent charity, the MPS Society, we directly support vital work in research, education, and advocacy for severe, life-limiting, rare diseases. Our clients include leading pharmaceutical companies and patient organisations. This role will give you an opportunity to develop your writing skills across varied projects that support the MPS Society’s charitable aims and the rare disease community.

The ideal candidate will have a degree in a scientific discipline (higher degree preferred MSc/PhD) and experience working in patient-centred research. You will be skilled in the application and reporting of qualitative and quantitative research with the ability to produce credible insights to our clients that are on brief and delivered within deadlines.

We will support your career development through in-house on the job training and professional courses, with opportunities to present our research at international conferences, contribute to business development and coach junior members of the team.

Join us and you will be working with a highly skilled, dedicated and supportive team. In addition to a competitive salary, we offer pension contributions, life assurance (subject to the conditions of the scheme), 5 weeks annual leave (increasing after 5 years’ service), extra leave between Christmas and New Year and an Employee Assistance Programme.

To apply
Applications should be made to b.cotterell@mpssociety.org.uk Please provide your CV and a covering letter explaining how your previous roles and experiences make you the candidate we are looking for.

For an informal chat about the role please contact Alex Morrison a.morrison@rd-rp.com

Closing Date: Applications must be received by 17 September 2023 and interviews will be held following receipt and assessment of suitable applications.
The role
You will be responsible for the delivery of a portfolio of projects whilst maintaining familiarity with current industry practices and regulatory requirements (e.g. GCP, BHBIA Code of Practice, GDPR). Projects may include both qualitative and quantitative research and literature-based studies.

Responsibilities will include:
- Drafting of study proposals for clients
- Planning of research studies including choice of methodology and protocol development
- Project management and being the main contact for the client
- Background literature searches
- Development of materials and research activities (qualitative):
  - Interview scripts
  - Consent forms
  - Screening documents
  - Conducting interviews with patients, their families and healthcare professionals
  - Organisation and moderation of focus groups
- Development of materials and research activities (quantitative):
  - Questionnaires
  - Consent forms
  - Screening documents
- Liaison with clients and external suppliers
- Qualitative or quantitative data analysis and research report writing
- Presenting results to clients

The research manager role will also:
- Contribute to business development through development of good working relationships with clients and delivery of high-quality outputs
- Coach junior members of the team

You will also support Medical Communications colleagues as appropriate to your role, including contribution to the development of materials such as abstracts, posters, manuscripts and slide decks.

General areas of responsibility
- Participate in team meetings and attend training events relevant to specific responsibilities
- Assist with any reasonable duty at the request of the line manager for the post
- Maintain Good Clinical Practice, BHBIA, ABPI and other relevant training

Further information
This role is based in our Amersham office. We are currently hybrid working with the core office days for the team being Tuesdays, Wednesdays and Thursdays, giving the option to work Mondays and Fridays from home. During the probationary period you will be required to work the three core office days in the office each week. Following completion of a 6-month probationary period you will be required to work two or more of the core office days in the office each week.

The successful candidate must be eligible to work in the UK.

Disclosure & Barring Service (DBS)
The MPS Society is a charity that provides a range of care, support and activities for children and adults at risk throughout the UK. This is provided in a number of ways through our dedicated support and advocacy service, annual events, patient expert meetings and conferences. MPS staff, trustees and
volunteers may be asked to be involved in the delivery of its regulated activities and therefore will require an enhanced DBS check during recruitment and for this to be reviewed on a regular basis.

MPS is an equal opportunities employer, and we welcome applications from all suitably experienced persons. We are committed to inclusive and accessible recruitment, including making reasonable adjustments throughout the recruitment process for people who have a disability. Please contact us on 0345 389 9901 or via b.cotterell@mpssociety.org.uk for assistance.

**Person specification**
The successful candidate will have the following essential requirements:

- Eligibility to work in the UK
- Passionate about MPS Society’s mission and aims
- Degree or equivalent in a scientific discipline (higher degree preferred)
- At least 3 years’ relevant quantitative and qualitative research experience
- Excellent proven research, analysis and report writing skills
- Proficient in the use of research software e.g. Qualtrics, NVivo, STATA
- Ability to communicate research results in an engaging and professional manner
- Excellent IT skills, including Word, Excel and Powerpoint
- Superior communication skills, both verbal and written
- Highly detail-oriented and organised
- Ability to learn new therapy areas and skills quickly and identify where training is needed
- Proven ability to manage multiple assignments and activities simultaneously
- Ability to complete goals within allotted timeframes and deliver high-quality results
- Strong initiative and ability to identify issues and create solutions
- Self-motivated and able to function with minimum supervision
- Tact, discretion and respect for confidentiality