

Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

Job title	Research Portfolio Officer	Location	London office hybrid or Chesterfield office hybrid
Contract type	Full-time, 35 hours per week	Contract length	Permanent
Date	March 2022		

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

At Versus Arthritis we are on ambitious journey to push back against arthritis. To enable us to achieve this vision, the Research Directorate develops and supports the charity's £112m investment in cutting edge research which will deliver greater impact for people living with arthritis.

We have launched our vision for our "Discover (research)" strategy for the next four years (2022 –2026) and it is one of the three organisational policies along with "Deliver" and "Demand". Increasing effort will be put into translating this investment into direct impact for people with MSK conditions so they benefit through greater translation and implementation of MSK research and making sure that the research we have funded attracts and leverages further funding from other partners. We catalyse growth in investment through a blend of influencing the spending of other organisations, directly investing in research and increasingly working in partnership with other stakeholders in the academic, medical charity sector, government, pharma industry, policy and beyond.

The team consists of experts in research strategy development, research delivery, research policy and translation. Together, and under the Director's guidance, they lead on implementing the Versus Arthritis Discover strategy, commission research funding from the Versus Arthritis Awards team to ensure the charity delivers the research needed to achieve our ambitions. The team also oversees the MSK health intelligence function to lead programmes of work and manage projects to better understand the UK population with MSK conditions, to inform the

direction of the Versus Arthritis ambitions, research, strategy, policy and services work to address growing health inequalities.

Main purpose of the role

The Research Portfolio Officer's main role is to help support the Research Programme Managers to develop and manage the Versus Arthritis research portfolio and to help translate that for wider organisational use and benefit. This includes:

- Collating and monitoring data from diverse sources to help provide better oversight of our research portfolio.
- Working closely with other colleagues to ensure the outcomes and impact of our research portfolio is visible and understood so that other teams can use research outputs efficiently to support their strategic objectives.

In this role the post holder will be responsible for:

- Ensuring the research portfolio can support the work of teams across the charity.
- Strengthening our ability to fundraise against our Discover strategy.
- Increasing the visibility of our research and its outcomes and impact.

They will be comfortable taking on different projects, as required, often liaising with a diverse set of stakeholders and working under a matrix management structure.

Management and key relationships

Roles managed

None

Reports to

Research Liaison Manager

Key Relationships

- Research Directorate
 - Research Programme Managers
 - Research Impact Manager
 - Research Management team
- Awards and Operations team
 - Award Operation Administrators
- Income and Engagement teams
 - Stories and Information Officer (Discover)
 - Communications Manager
 - Strategic Partnerships team
- People with arthritis
- Versus Arthritis Award holders
- Wider research community and external stakeholders

Main Responsibilities and Duties

- 1 Support the Research Managers to develop, manage and understand the charity's Research Portfolio and implement the Versus Arthritis Discover Strategy.
- 2 Support the development of papers and briefings for the charity's executive and committees.
- 3 Support the Research Programme Managers with expert review selection.
- 4 Working with the Research Award teams and Research Award holders, ensure the reporting of research outputs is of the highest quality, and that research outputs are captured in a format that allows us to show how we are delivering against our strategic objectives to a variety of different audiences.
- 5 Gather impactful and engaging research content to support the work of the Income and Engagement teams, to strengthen our ability to fundraise against our Discover strategy and to secure significant media and press attention.
- 6 Organise and contribute to internal and external events, to ensure the Versus Arthritis research portfolio is developed, effectively championed and to gather research intelligence.
- 7 Work to individual performance objectives and seek the most effective and efficient ways to complete tasks and requests.

Criminal Record Check

Requirement

This role DOES NOT require a Criminal Record check.

Person specification

Knowledge, skills and experience: key requirements

Requirement

Evaluation
Stage

1	A degree or equivalent level of experience in scientific, medical or research related domains via the charity, commercial, health, higher education or publishing sectors.	Application
2	Comfortable in working with research related metrics and data with some experience of understanding and preparing medical/scientific information for non-specialist audiences.	Application/ Interview
3	High-quality verbal and written communication skills, including being able to communicate complex information and requirements to a wide range of audiences and stakeholders.	Application/ Interview
4	A flexible and collaborative approach, with the ability to work closely and adaptively with immediate team and collaboratively across the organisation.	Application/ Interview
5	Good information technology skills, including effective database/PubMed/internet search techniques and significant experience of using Microsoft Office packages.	Application/ Interview
6	Proven ability to manage multiple projects, with the ability to prioritise and meet deadlines independently, including rapid turnaround requests.	Application/ Interview

Desirable requirements

Requirement		Evaluation Stage
1	Experience in a research environment.	Application/ Interview
2	Knowledge or experience of the research application, award and monitoring process.	Application/ Interview

Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.