

IMPERIAL

Research Group Administrator

Department/Division/Faculty:	Research Group Administrator
Campus/Location:	Hammersmith
Job Family/Level:	Professional Services Level 3a (Salary scales)
Responsible to:	Division Manager
Line management for:	NA
Key working Relationships (Internal):	Heads of Division and Heads of Section, key academic research and administrative staff, Section Managers, Division Manager, Faculty Centre administration
Key Working Relationships (External):	A range of stakeholders, including NHS Trust colleagues
Contract type:	Part-time, fixed term (2 days per week, 12 months)

Purpose of the Post

Work to support lead academics located at the Hammersmith campus in the National Heart and Lung Institute (NHLI). The role will support Heads of Section in the Cardiovascular Division of NHLI as well as providing more general support across the Sections. We would like to recruit a key member of the team to help support administrative activities associated with research of these active and dynamic Sections

Key Responsibilities

Administrative support:

The role will provide efficient and proactive administrative support, as follows:

- To provide administrative support to all designated events and activities.
- To arrange appointments and maintain diaries of Heads of Division/Section as required, ensuring all paperwork for meetings/conferences is organised and supplied in advance.
- To liaise with relevant Departmental staff to ensure the smooth running of the Sections.
- To organise travel arrangements, registration and accommodation for the senior academic staff to attend conferences/meetings, ensuring all documents/itineraries are supplied in advance and all electronic documents are attached to the calendar entry.
- To maintain group webpages.
- To organise meetings/events as required including arranging room bookings, audiovisual equipment and catering.
- To be a conduit for communication to the Sections, relaying information and actions as required.

- To be the first line contact and welcoming visitors, promoting a positive image of NHLI and the College.
- To process internal and external expenses claims, ensuring compliance with College policies.
- Act as the contact for TeamSeer (annual leave) related queries with the Sections.
- Provide administrative support for the processing of Honorary contracts within the Sections.
- To maintain supplies of stationary for the Sections.
- To coordinate the Sections' outgoing and incoming post and distribute as necessary.
- Work flexibly to support all staff in the Sections, as required.
- Welcome new staff or students and help integrate and advise them.
- Act as Secretary for Section committees including drafting agendas, papers and minutes with the committee Chairs. Coordinate subcommittees and working groups as required.
- Maintain filing/SharePoint sites as required and ensure that files adhere to GDPR standards.
- Undertake reasonable *ad hoc* tasks as requested.

Research support:

Research support for key academic staff and their groups will be varied, and may include the following range of tasks:

- To assist with the submission of manuscripts to journals, ensuring funders open access compliance is met and funding claimed where applicable.
- Entering senior investigator data on Research Fish and other research databases.
- To help with inputting data into online forms.
- To assist with PubMed journal searches and other internet-based research tasks.
- To perform desktop research tasks such as finding data on relevant websites, including those of funding bodies to support outreach and research administration duties of academic staff.
- To undertake proof reading and minor editing of written material.
- To assist in the entering and maintenance of electronic/online information such as professional activities, CVs, publication lists, membership registration etc, ensuring proper record keeping of all usernames and passwords where applicable.
- Maintain up-to-date web material in liaison with the Section members and Department Communications and Marketing Manager.
- Provide administrative support to research consortia including the proactive coordination, collation and tracking of periodic reports.
- Collate, maintain and edit generic text relating to the Department and investigators for use in grant applications and impact statements.
- Maintain bibliographic databases and act as delegate on college Symplectic system for senior academic staff.
- Work closely with academic staff and outreach officers to deliver outreach and public engagement events, which may include liaison with College security and health and safety advisers to ensure compliance with College policies and seamless delivery of professional events and workshops

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
Education	
Degree level education or equivalent qualification or experience - a scientific discipline would be an advantage.	E
Experience	
Previous experience of working in a higher education office environment, ideally in a research setting	E
Experience of managing challenging diaries of senior staff and arranging meetings including diverse external stakeholders.	E
Experience with purchasing and financial systems, including raising purchase orders.	D
Experience of organising seminars, interviews, conferences and workshops in higher education	E
Experience of website maintenance.	D
Skills & Abilities	
Good communication skills, both verbal and written, and the ability to deal with staff of all levels as well as students	E
An open, flexible and positive approach to working in a constantly changing environment, as part of a multi-site activity	E
Excellent organisational skills and attention to detail	E
Excellent interpersonal skills with a high degree of tact and diplomacy	E
The initiative and enthusiasm to take part in all aspects of managing a busy Sections, ensuring that a professional and high standard of work is maintained in a friendly and welcoming atmosphere	E
Ability to use own initiative and work independently and as part of a team, as required	E
The ability to be proactive and show initiative in proposing and carrying out new administrative procedures	E
Ability to exercise judgment regarding the referral of decisions to management	E
Ability to organize own workload and to adjust to changing priorities	E
Ability to work under pressure while maintaining a high degree of accuracy	E
Willingness to help members of staff with various tasks as they arise on an ad-hoc basis	E

Proven skills at problem-solving and overcoming administrative obstacles	E
Proven numerical skills	D
Ability to use ref man and endnote software, or similar bibliographic databases	D

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).

[October 2026]