



Job Profile

Job title	Research Lab Manager
Reporting to	Head of Postgraduate Studies
Employer	Anna Freud
Salary	£46,062 FTE per annum, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours at our London site (4-8 Rodney Street, London N1 9JH). Attendance in-person for meetings, as and when required.
Working hours	Part-time: 14 hours per week (two days). Usual working hours are Monday to Friday, 09:00-17:00. Specific days to be negotiated. Flexible working is possible.
Contract type	Permanent
Holidays	27 days plus Bank Holidays FTE
DBS level	Standard

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and

practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

The Research Lab Manager will support the research projects being conducted within the [Child Trauma and Recovery research group](#), led by Professor Rachel Hiller. This group are based between University College London (UCL) and Anna Freud. The successful candidate would also receive an honorary UCL contract or similar (pending UCL processes). All research projects are in the area of complex child trauma and mental health, with a particular focus on the mental health and wellbeing of care-experienced young people. These projects are mixed methods, including randomised controlled trials, longitudinal quantitative, qualitative, and experimental work.

The post-holder will have a key role in coordinating, managing, and completing projects, supported by the research team. The role will include providing administrative support across research projects and for Prof Hiller, liaising with funders (primarily NIHR), supporting grant writing and other lab opportunities, taking a leading role funder report writing and developing non-academic outputs, monitoring of project timelines, overseeing data management and archiving of completed projects, liaising with local authorities and mental health services, and supporting junior members of the team. Previous experience in the management and coordination of large research programmes and in quantitative or mixed methods data management is essential. Experience working or researching within social care, mental health, or similarly complex settings is also important. The role would be suited to a confident and organised doctoral or post-doctoral researcher, or someone with significant trial management experience, who can take initiative to take projects forward, identify and address project risks, and problem solve.

The post-holder will have access to various professional development opportunities depending on their areas of interest, including the opportunity to attend conference, contribute to papers, and supervise junior staff.

Main responsibilities of the role

- To support the successful development and implementation of research projects including significant funder report writing;
- To manage the operational aspects of the research and lab activities;
- To manage key administrative duties for the suite of projects and lab, including compiling funder reports and monitoring timelines and contributing to grant writing;
- Overseeing quality control, upkeep of relevant study documentation, and ensuring appropriate data management and archiving following study completion;
- To mitigate and manage research risk and issues in line with study protocols and timelines;

- To work closely with the research team to ensure the successful delivery of projects;
- To provide supervision and support to junior team members;
- To liaise with a range of stakeholders, such as social care, NHS, and third sector staff, as well as young people and caregivers. This includes liaising with young people who may be experiencing significant mental health difficulties.
- To ensure compliance of trial procedures with NHS Research Governance, Good Clinical Practice, Data Protection Act, and UCL Ethical Requirements;

All employee responsibilities:

- To maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- To complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview)
Qualification/training, experience and/or knowledge	
Doctoral level research qualification in a relevant field or Master's level qualification with significant research management experience.	Application
Experience of managing and coordinating largescale quantitative or mixed-methods data.	Application/Interview
Knowledge of how to engage young people and caregivers as research participants in mental health research.	Application/Interview
Experience contributing to academic and nonacademic research output* (e.g., publications, funder report writing, dissemination events, conference presentations). *Examples required.	Application *please provide specific examples of publications in your supporting statement
Experience working in a team and providing formal or informal supervision to junior team members.	Application/Interview
Skills and/or abilities	
Excellent administrative and data management skills.	Application/Interview
Effective communication skills, both written and spoken, with individuals from a wide variety of backgrounds.	Application/Interview
Ability to plan and organise own workload, use initiative, and prioritise conflicting deadlines with little supervision.	Application/Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values can be viewed [here](#) and our EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process. Our selection process can be viewed [here](#).

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated. Information regarding our preemployment checks can be found [here](#).