

# Job Description: Research Impact Officer



Contributing to the monitoring and evaluation of the medical research we fund to demonstrate its outputs and impact



# What you will do

Your role will support the Research Evaluation & Impact team. You will be supporting the generation of evidence to evaluate the impact of the Medical Research Foundation's support for medical research.

You will contribute to the monitoring and evaluation of the medical research we fund to demonstrate outputs and impact of individual research projects. This is vital for inspiring more people to support our work.

You will:

## **Research outcome and impact reporting and analysis**

- Provide day-to-day administration for the monitoring of the research portfolio, including scheduling and processing of annual and end-of-grant reports
- Be the first point of contact for reporting enquiries from funded researchers
- Support ongoing monitoring and evaluation projects by collating qualitative and quantitative data to support impact reporting
- Support the on-going development of progress reporting forms
- Develop and maintain working relationships with grant holders, as well as researchers
- Support organisation and attend meetings with researchers to support the impact evaluation activities

## **Communication of outcomes and impact**

- Liaise with the Communications team to publicise research outputs from our funded researchers
- Respond to requests for information about our research impact from across the organisation

## **Scientific events**

- Assist in the delivery of scientific seminars and award events
- Represent the charity at external events

## **In addition, you will also**

- Play a role in cross-team working groups.
- Contribute to achieving the strategic aims of the Research Team and Foundation.
- Develop strong working relationships with colleagues in other departments.
- Carry out any other reasonable duties, including supporting funding calls.
- Identify opportunities to continually improve our work.

## **Who you will work with**

You will be part of the Research Team, report to the Senior Research Impact Manager, and work closely with the Research Insights and Impact Manager and Director of Research.

# About you

## Who you are

You are a motivated and enthusiastic colleague who will help us manage a diverse research portfolio. You have excellent analytical and communication skills, you are well organised and have the ability to prioritise and work on various projects concurrently. You have the ability to think methodically and are keen to get involved in projects aimed at achieving our ambitious research strategy.

You are inspired to help us to deliver our vision of a world where research improved health for everyone. We believe that our vision is so important that we need the very best people to help us achieve it. Our team is proud to work for the Medical Research Foundation. We are ambitious for the Medical Research Foundation and for ourselves. We are approachable - providing advice to everyone and explaining our work. We are dedicated and committed to achieving the most for our donors and our researchers. And we are involved – constantly looking for new ways to engage and improve. We love our work and we will be looking for this in you too.

## What you will bring to the role

### You will have some experience of

- Working or volunteering in a science-related environment
- Collating and analysing data using Microsoft Excel
- Demonstrating an interest in scientific affairs or medical research

### You will be able to

- Understand complex scientific information presented in reports or publications and explain it in a simple way
- Communicate clearly in writing and verbally with colleagues, scientists and other stakeholders
- Demonstrate good research and analytical skills
- Work in an organised and methodical manner with excellent attention to detail
- Demonstrate strong planning, organising and time-management skills with the flexibility to respond to team priorities and unexpected changes
- Find solutions to problems by reviewing best practice elsewhere
- Demonstrate high level of IT skills, specifically excellent M/S Excel
- Work confidently in a team and be self-motivated to work alone
- Provide excellent customer service

### You will be

- Ambitious - for the organisation, yourself and for human health
- Approachable - ready to engage, talk and explain to anyone
- Dedicated - willing to go the extra mile
- Involved - constantly looking for ways to engage and improve

### You might also have

- Research experience
- Knowledge of the biomedical research funding landscape
- Experience with data visualisation tools, like PowerBI



**Medical  
Research  
Foundation**

 020 4581 2400

 [workforus@medicalresearchfoundation.org.uk](mailto:workforus@medicalresearchfoundation.org.uk)

 [@medresfdn.bsky.social](https://bsky.app/profile/medresfdn.bsky.social)

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