



**Marie Curie**  
**Job Description**

<b>Job Title</b>	<b>Research Manager: Commissioned Research, Research Management and Impact</b>
<b>Salary</b>	Grade E on MCJES, £35,530 to £39,474 + £3,500 London Weighting, where relevant
<b>Contract Type</b>	Permanent, full time
<b>Department</b>	Research, Management and Impact Team, Research and Policy Directorate
<b>Location</b>	London/Hybrid (2-3 days/ week office based) We are also open to candidates who are based in other locations
<b>Reports to</b>	Senior Research Manager, Research Management and Impact

## **Background**

Marie Curie is the UK's largest charitable funder of palliative and end of life care research and the second largest funder overall. We oversee a portfolio of research grants including long term research centres at University College London and Cardiff University and open and competitively awarded research projects and impact grants. Increasingly, research is being commissioned to answer specific research questions for use in developing policy, and in our campaign work, and, from 2026/27, the opportunity to commission research will be available to other teams across the organisation to address knowledge gaps related to our strategic priorities.

We strongly believe in the power of partnership working to strengthen and diversify the evidence base for palliative and end of life care. Last year, we reported on a [key partnership](#) with the James Lind Alliance and numerous sector partners to identify and prioritise research questions for palliative and end of life care from the point of view of people with lived and professional experience.

## **Purpose of the role**

This is a key post in the Research Team and within the larger Policy and Research Directorate with the purpose of supporting management of the growing portfolio of commissioned research projects. The postholder will play a key role in our commissioned research workstream, arranging quarterly internal panel meetings and leading on administration duties for the newly developed process, supporting internal colleagues in other directorates to develop commissioned research grant calls, and with managing commissioned research grants post award to ensure their delivery and achievement of maximum impact, and developing training and other support materials for colleagues looking to commission research externally to fill high priority, short-term evidence gaps.

This role would ideally suit someone with a background in research and/ or managing research at a charitable or government funding body, or at a university or NHS organisation. The role would also suit those with an interest and relevant experience in relation to research impact. If you have a different background and think you have the right skills and knowledge to deliver in this role then we would also welcome an application from you.

This is an exciting opportunity to apply your experience of managing research and studies concerned with achieving impact to be a part of Marie Curie's shared goal of closing the gap in palliative and end of life care and delivering a better end of life for all.

## **Principal Duties and Responsibilities**

### **Pre-award research administration and management**

- To lead on administration of the new process, including supporting the research support request process (monitoring requests for commissioned research and supporting colleagues in other directorates with these requests), preparing and circulating documents for quarterly meetings of the internal approvals panel, sharing documents for review by Marie Curie Research Voices Group representatives ahead of internal panel meetings, keeping commissioned research management documents (e.g. SOPs, risk register) up to date, and communicating internal panel decisions to staff.
- To work closely with commissioned research project owners in other directorates to develop proposals for externally commissioned research, including risk registers and clear plans for impact, and to ensure readiness for presenting to the internal approval panel for decisions.
- To produce communication materials and promote the opportunities for commissioned research internally (e.g. at RPPA and wider meetings), ensuring colleagues are familiar with the process.
- To develop materials (including training) to upskill internal staff to produce commissioned research Project Initiation Documents and external adverts/applications, and to manage externally commissioned research grants post award (in line with SOPs).

### **Post-award research management support**

- To act as key contact for a portfolio of commissioned research grants, supporting colleagues in other directorates, for instance, our Caring Services team with project management/ contact with external research teams and leading where necessary/previously agreed, to ensure that projects deliver the intended outputs/ evidence.
- To work with colleagues across the organisation, following standard operating procedures, to maximise on the impact of commissioned research grants and ensure that the evidence for these projects is used. This will include working with Caring Services and Information and Support Teams to make sure that research findings are used within Marie Curie services and promoted on our website.
- To work with the Senior Research Manager to keep an up to date record of the organisation's portfolio of commissioned research grants (including start and end dates, and dates for key outputs) to help with wider coordination, monitoring and reporting.
- To liaise with colleagues across Marie Curie to ensure developments in our commissioned research programme are communicated to all staff.

## **Understanding, communicating and maximising research impact**

- To proactively consider opportunities for communicating impact from commissioned research grants, including making an active contribution to wider work by the Research Management Team to produce KPIs.

## **Other duties**

- To proactively keep abreast of new developments relevant to own area of responsibility and undertake additional training as required.
- To support the financial management of the commissioned research grants.
- To support in any other relevant matters related to our commissioned research workstream.

## **Key internal and external relationships:**

- Reporting to Senior Research Manager, Research Management and Impact team
- Executive Director of Policy and Research
- Research Management & Impact Team
- Internal Research Development team
- Evidence in Practice Team
- Wider Policy and Research Team
- Research-active staff members in all directorates, including Caring Services
- Marie Curie commissioned research grant holders
- Association of Medical Research Charities and other relevant organisations
- Research Offices at relevant universities, charities and NHS Trusts

## **General**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety. Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management (these responsibilities will be notified on appointment).
- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.**

## Person specification: qualifications and experience

The post holder will have (E=Essential, D=Desirable):

Criteria	Essential	Desirable
1. Knowledge / Experience	<p>Research and/ or Research management experience in a charitable or government funder setting, or equivalent experience at a university or NHS organisation</p> <p>Knowledge of UK social science and/or health research sectors</p> <p>Interest and experience relevant to understanding and communicating research impact</p> <p>Experience of working with a wide range of stakeholders</p> <p>An interest in end of life care research</p>	Experience of managing commissioned research
2. Skills/ Abilities	<p>Excellent project management skills</p> <p>Attention to detail</p> <p>Strong analytical skills, including ability to analyse complex and varied data, and written reports e.g. research reports, statistics</p> <p>Excellent influencing skills including communication skills to work with/persuade those at a senior level</p> <p>Outstanding organisational skills</p> <p>Ability to work under own initiative, work to agreed deadlines and complete tasks</p>	
3. Qualifications / Education / Training -	<p>Relevant degree, or higher-level qualification, or relevant equivalent knowledge and experience gained in the workplace</p> <p>Evidence of continuous personal and professional development</p>	Higher level research-focused degree such as Masters or PhD, or equivalent experience delivering research in a relevant setting
4. Other	Ability to undertake travel as required	