

Research Data Analyst

JULY 2015
JOB DESCRIPTION



Research Data Analyst

Twelve months fixed term contract (full time)

Salary: £25,000 pa inclusive of location allowance

Central London, WC1

Closing date: 30 July 2015 5pm

Interviews: 5-8 August

Anticipated start date: September 2015

About the role

This is a key role for AMRC's data-driven approach, allowing us to authoritatively represent our members.

About you

You are educated to degree level with a strong background in collating and analysing qualitative & quantitative data. You are looking for a post that will allow you to further develop these skills in a real environment, where data is used to tell stories that demonstrate impact or support policy positions. You will need to be curious, self-disciplined and adaptable with the ability to thrive in a busy environment with lots of challenges. Experience and understanding of the role of medical research charities and the biomedical research environment in the UK are desirable, but not essential.

About AMRC

AMRC is the national membership organisation of leading medical and health research charities, working to help our members to deliver high-quality research in their key disease areas. We represent 137 members who spend over £1.3bn each year on research.

We are a small but influential organisation working with a range of opinion formers in the government, industry and academia, to ensure the research environment for charities enables them to deliver of their best.

How to apply

Please send your CV and a covering letter outlining how you meet the criteria, to Liz Philpots l.philpots@amrc.org.uk by 30 July 2015 (5pm).

Role of the research data analyst

Reporting to:

Head of research

Responsible for:

The upkeep, analysis and communication of data relating to our member charities and the research they fund

Overall objectives:

- Managing data collection exercises
- Management of complex databases and data sets
- Preparing standard, *ad hoc* and novel reports on AMRC data and developing new analyses
- Support the medical research charity sector

Relationships

- AMRC is a small team and good communication between all team members is essential to working productively
- Stakeholders – build up relationships with research managers and evaluation colleagues in our member charities and other related organisations

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- Holders of external data sources – develop relationships to allow the use of complimentary data sources, to contextualise charity data

Key responsibilities

- Collect, code, maintain and analyse a grants database of information from member charities on their research portfolios
- Manage the annual member data request process and subsequent data management and analysis
- Work with the head of research and evaluation support officer to manage and analyse impact data arising from members and partner organisations. Working with AMRC data to report our impacts
- Work with all members of team to prepare *ad hoc* reports and novel briefings on the activity of medical research charities including data analyses and case studies to support policy areas
- Generate charts in MS Excel and develop graphics using data visualisation tools to aid communication of data and information
- Work with colleagues to develop standard data briefings
- Assist in the production and circulation of publications in the key areas of responsibility, including relevant material for the website
- Develop links with grant management staff in member charities, to understand the limitations of the data, and develop ideas on how the data can be improved
- Communicate key analyses for a wide range of audiences, via a variety of channels
- Carry out some system admin roles for AMRC's CRM (Salesforce) including modifications, analysis and reporting
- Support the Head of Research in the developing and running data-related working groups, networks
- Support the Head of Research in upgrading our data repository

General

- Maintain customer relationship management (CRM) database and networks to support data collection & analysis activities
- Office administrative support and other duties as needed

Person specification

Education and experience	
Graduate	E
Two-years post-degree work experience	D
Experience of working in a research grant-funding environment	D
Experience using Customer Relationship Management (CRM) systems for reporting and analysis	D
Skills	
Excellent IT skills – including MS Access (or other SQL-based systems), MS Excel (data manipulation and charting)	E
Excellent project management skills	E
Confident oral & written communicator	E
Ability to work methodically and accurately with excellent attention to detail	E
Organised, with good time management skills and ability to work flexibly to prioritise competing demands	E
Good interpersonal skills, able to work well with both internal and external colleagues to exploit understanding of interrelated information	E
Positive attitude to work, open to learning and new ways of working	E
Willingness to work flexibly when required	E

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Experience in presenting data to engage a variety of audiences(for example using data visualisation tools)
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