

Quality standards review intern

JUNE 2021
ROLE DESCRIPTION



Title: Quality standards review intern

Remuneration: Interns must be financially supported by their funding organisation and be available full-time for the duration of the placement.

Placement: Mid July 2021 – mid October 2021 (3 months in total)

Location: remote working / working from home

About AMRC

Over 30 years ago a diverse group of medical research charities formed the Association of Medical Research Charities (AMRC) to unite the sector and provide it with a leading voice. Since then our membership has grown to nearly 150 charities across the UK and we continue to lead and support charities to deliver high-quality research that saves and improves lives.

We equip our member charities with regular guidance and training, and provide quality standards to help our member charities maximise the impact of their investment. We play a vital role in influencing the research environment from forging partnerships, to voicing our member charities' concerns and ideas to policy makers, to developing position statements. Find out more about our work at www.amrc.org.uk.

About the role

This is a fantastic opportunity to gain exposure to the health and medical research charity sector.

Part of a small but passionate, innovative and influential team, you will play an essential role helping the AMRC revise its quality standards including its principles of peer review. You will have to develop strong relationships across the organisation and research leadership within the member charities.

You will be involved in:

- Undertaking research on the breadth of topics to be considered as part of our quality standards, possible ways of evaluating, and understanding the intended and unintended consequences of measurement and assessment.
- Engaging with members and other stakeholders on possible evolution and implementation of quality standards e.g. interviews, discussion, planning and delivering workshops/roundtables.
- Designing plans to communicate revised standards.
- Supporting with analysis for a report on the impact of charity-funded medical research.
- Other activities you could be involved in or supporting include: policy analysis of emerging issues; political and policy stakeholder mapping; attending meetings alongside AMRC staff, on a range of issues; access to AMRC run training; supporting AMRC's social media through blogs and Twitter, etc.

Background

AMRC peer review audit

In order to gain and maintain AMRC membership, and the hallmark of quality that it affords, charities must fund research in an open and transparent way that includes a robust peer review process. Their ability to do this is assessed during the application process as well as during a full peer review audit that currently takes place every five years. Any organisation which no longer complies is demitted.

By adhering to AMRC's [five principles of peer review](#) - accountability, balance, independence, rotation and impartiality, charities can support the best research and the best researchers. This, in turn, can help charities

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maximise the impact of their funding to deliver changes that really matter to their supporters and stakeholders, so that patients benefit from the fruits of research.

With this hallmark of quality, AMRC charities that award funding in an open competition are able to utilise the Charity Research Support Fund in funding research in universities and receive funding support with some of the costs associated with clinical research in the NHS.

The AMRC is in the process of completing its 2020 peer review audit.

Quality standards review

The audit of peer review processes in our member charities showed us lots of examples of good practice and some potential future challenges. In order to maintain quality standards and lead in best practice across the medical research funding sector, we must review the current standards, including the principles of peer review. There is also a need to keep up to date with larger landscape changes and funder responsibilities such as research culture, open access publishing, patient and public involvement (PPI) and equality, diversity and inclusion (EDI). As the current uncertainty in the UK leads to more challenges for research funders, we want to ensure that the best research is funded in the best way by making our quality standards for funding as up to date and robust for the future as possible.

We will work with our members to support them in implementing any changes to our membership standards and share best practice. And we will work with charities that wish to join AMRC to help them meet these standards.

About you

You have:

- Masters/are currently completing a PhD in a relevant discipline
- Effective research and analysis skills
- an interest in research policy
- an eye for detail
- good time management skills
- the ability to prioritise competing demands
- MS Office (including Excel) skills
- a positive attitude to work
- excellent interpersonal and communication skills

You are:

- well organised
- open to learning and new ways of working
- not afraid to ask questions
- able to work independently and proactively
- willing to work flexibly when required
- able to thrive in a busy environment with lots of challenges

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Why intern with us?

- You will quickly gain a bird's eye view of the UK medical research landscape
- You will learn and use a variety of different concrete and applicable skills
- You will get valuable insights into research policy, management and communications through training and participation
- You will be part of a small, friendly team of approximately 14 people
- You will begin to build a network and make connections within the sector

Skills developed

- Organisation, time management and prioritising
- Written and oral communication skills
- Interpersonal skills
- Working across organisational boundaries
- Accuracy and attention to detail
- Learning and new ways of working
- Project management

How to apply:

Please send your CV and a one-page covering letter to Alice Robertson at a.robertson@amrc.org.uk.

In your application, be sure to tell us:

1. What interests you most about working with AMRC?
2. What skills do you bring in relation to the role?
3. What you would like to achieve from this internship?

Applications are now open on a rolling basis. **Please apply as soon as possible.** Promising applicants will be invited to a virtual interview.