

JOB DESCRIPTION

JOB TITLE: Research & Administration Intern	
MAIN PURPOSE OF THE ROLE To give the postholder basic insights into working in Life Sciences (including the diversity of roles and company types and related terminology) alongside experience of working in an office environment and learning basic office skills and conduct (communication, team working, administrative support, use of MS office tools) and learning research skills (including LinkedIn searches, desk based research, research interviews and basic analysis, healthcare blog writing and presentation skills).	
LOCATION OF ROLE Ammanford office, Carmarthenshire, South Wales	LEVEL OF SENIORITY Basic entry level role
REPORTS TO: Project Manager	POSITION IS RESPONSIBLE FOR: N/A no direct reports
HOURS/DAYS OF WORK 3-4 days per week. 22.5 to 30 hours per week must be during office hours, Monday to Thursday. (A full day is 7.5 hours plus 30-minute unpaid lunchbreak.)	SALARY Minimum Wage – see rates in Appendix
MAIN DUTIES	
<ol style="list-style-type: none"> 1. Searching for relevant people to interview or to connect with our clients; from within the pharmaceutical industry or a health system (e.g. the NHS). 2. Searching will be via LinkedIn, on which you will be given training. 3. You will compile a list of relevant people in Microsoft Excel and invite them to participate in research or projects or conversations. 4. You will record in the Excel database the reach out activities and the response rate. 5. You may analyse these to produce some statistics (with training) and get involved in message creation. 6. Participate in all Company training including but not limited to health & safety, GDPR, Data Protection, Information Security, 7. Be trained in healthcare blog writing and related interviews/research by a seasoned healthcare journalist 8. Gain some experience of social media marketing. 9. Maintain a learning log of all learning and development activities. 10. Participate in regular reviews with line managers and others. 11. Undertake all development activities. 	

NATIONAL MINIMUM WAGE RATES 2022 to 2024
Updated from Autumn Statement 2022

Age Range	Rate from 1 April 22 to 31 March 2023	Rate from 1 April 2023 to 31 March 2024
	Hourly rate	Hourly rate
Workers aged 23 and over (NLW)	£9.50	£10.42
Workers aged 21-22	£9.18	£10.18
Development rate for workers aged 18-20	£6.83	£7.49
Young workers rate for workers aged 16-17	£4.81	£5.28