

**THE UNIVERSITY OF NOTTINGHAM
RECRUITMENT ROLE PROFILE FORM**

Job Title:	Administrative Assistant
School/Department:	School of Medicine, Division of Psychiatry & Applied Psychology
Job Family and Level:	Administrative, Professional and Managerial, Level 2
Contract Status:	Permanent
Hours of Work:	Full time, 36.25 hours per week. Job share arrangements may be considered for this post.
Location:	Institute of Mental Health, Jubilee Campus
Reporting to:	Assistant Operations Manager
Purpose of the New Role:	

To support the Assistant Operations Manager in the financial management and administration of the Division of Psychiatry & Applied Psychology by providing support and advice to academic staff and students efficiently and to a high standard.

	Main Responsibilities	% time per year
1.	<p>To provide administrative and organisational support to academic staff and students within the Division of Psychiatry & Applied Psychology. Duties will include:</p> <ul style="list-style-type: none"> ➤ Develop and maintain relevant databases, spreadsheets and filing systems to ensure accurate, up-to-date, information is accessible to those that require it (e.g. Athena Swan) ➤ Create documents/presentations from a brief or as work requires, which may involve employing a range of language/terminology over and above that found in everyday usage ➤ Receive and respond to internal and external queries from within the Division, School, University, general public and external suppliers to provide advice, resolve both simple and complex queries and ensure a prompt efficient service is provided. ➤ Provide full administrative support to the Divisions senior academics ➤ Arranging, planning and servicing meetings related to Divisional activities (as requested by the Assistant Operations Manager or senior academic staff) and booking hotel accommodation, venues, registration arrangements, equipment and refreshments as required ➤ Arrange and/or support internal and external activities or events, collating and recording relevant information/documentation as requested. ➤ Administer staff holiday, sickness recording and issuing of department keys and maintain databases to store information relevant to meet 	45%

	<p>various School/University reporting requirements e.g. equipment inventory</p> <ul style="list-style-type: none"> ➤ Liaise with Estates to resolve issues affecting Divisional staff based in the Institute of Mental Health and YANG Fujia Building (Jubilee Campus) ➤ Co-operate with and offer mutual support to APM colleagues, adopting a flexible approach to delivering work objectives. 	
2.	<p>To provide financial management support to the Assistant Operations Manager and academic staff and students within the Division of Psychiatry & Applied Psychology. Duties will include:</p> <ul style="list-style-type: none"> ➤ Consolidating and processing orders for the Division via the Agresso finance system and Sciquest, distributing these orders to suppliers by appropriate means. Accuracy and attention to detail is very important to ensure the purchasing requirements of staff and students are met promptly to enable them to continue teaching and research. Respond to changes in requirements by amending orders, consulting with the Assistant Operations Manager and/or Operations Manager as required. Maintain records of all orders. ➤ Agresso housekeeping to ensure all orders are raised, invoiced and then terminated correctly to reduce accruals etc at each year end ➤ Administer the documentation and processes for all types of postgraduate studentships to ensure fees and stipend payments are processed on time. ➤ Administer non-staff expense claims and non-standard payment requests as required ➤ Liaise with Finance regarding any Divisional queries over payments, invoices, expenses and payroll 	35%
3.	<p>Using Vacancy Manager, provide support to the Assistant Operations Manager with the recruitment of new casual staff within the Division and making amendments to existing staff employment contracts</p>	15%
4.	<p>Any other duties appropriate to the grade and role</p>	5%

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<p>Five GCSE's or equivalent, including Maths and English at Grade A-C or equivalent.</p> <p>Vocational qualification (NVQ2 Administration with Secretarial Skills) or equivalent and experience of an office/administrative environment or Considerable work experience in relevant role.</p>	<p>Advanced typing/secretarial skills – audio/shorthand.</p>
Skills/Training	<p>Excellent knowledge and competence with Microsoft Office (Word, Excel, PowerPoint, Access, Outlook) and ability to use e-mail and the internet.</p> <p>Excellent written and verbal communication skills, and interpersonal skills with an ability to</p>	<p>Experience of using financial systems such as Agresso and SciQuest</p> <p>Experience of using recruitment systems such as Vacancy Manager</p>

	<p>communicate effectively at all levels and across organisations</p> <p>Ability to build working relationships within the School/department, University and external suppliers</p> <p>Ability to prioritise own work-load, and adapt it in the light of altering external priorities and pressures</p> <p>Excellent attention to detail and accuracy in work</p> <p>Proactive, identifies own learning needs and makes good use of supervision</p> <p>Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing University procedures and legislation</p>	
Experience	<p>Ability to work independently to resolve complex internal and external queries and to provide and maintain a high level of customer service whilst working to deadlines</p> <p>Experience of working unsupervised, prioritising and taking responsibility for tasks</p> <p>Considerable experience of working in a relevant administrative support role</p> <p>Ability to work well independently and as part of a team</p> <p>Experience or organising meetings</p>	<p>Experience of working of working in a higher education environment</p> <p>Experience of organising conferences / large meetings</p>
Other	<p>Willingness to adopt the Ethos and Principles of the School of Medicine to improve the student experience.</p>	<p>Awareness of University procedures and relevant legislation.</p>

Additional Information

The University Division of Psychiatry and Applied Psychology (Head of Division: Prof Martin Orrell)

The University Department of Psychiatry was founded in 1971 with Professor J E Cooper as the Foundation Professor of Psychiatry. Professor Cooper and his colleagues established a well-recognised line of research in social psychiatry as well as a modern and well-integrated undergraduate course. A strategic collaboration with NHS colleagues was initiated during this time which has evolved into an integrated community psychiatric service for Nottingham. Since its foundation, the department has also housed a Behavioural Sciences Section, comprising academic psychologists responsible for the teaching of behavioural sciences to medical students. As part of the Medical School reorganisation, the Division of Psychiatry has expanded to include clinical, forensic, occupational and occupational health psychologists

from the former Institute of Work, Health and Organisations (I-WHO), becoming the Division of Psychiatry and Applied Psychology in August 2013. The Division is now one of the largest of 11 Divisions within the new School of Medicine. The results of the recent Research Excellence Framework confirmed the strength of research in the Division. Our submission to Unit of Assessment #4 (Psychiatry, Psychology and Neuroscience) was ranked 10th out of 82 Universities. Eighty percent of our research output was ranked world leading or internally excellent. Our research environment was also classified as world leading.

Institute of Mental Health (Director: Prof Martin Orrell)

The Division of Psychiatry and Applied Psychology is located within the Institute of Mental Health (IMH). The IMH is a partnership between Nottinghamshire Healthcare NHS Foundation Trust and the University of Nottingham. The IMH is the UK's prime location for applied, inter-disciplinary mental health research and education to advance mental health care. Its high calibre research takes place within six centres of excellence and other major national research studies such as NIHR MindTech HTC and Cochrane. There are currently 78 active research grants linked to the Institute, totalling a value of £28m. The Institute prides itself on its 220 members of high achieving staff, 33 full and associate professors, 109 PhD students, over 500 peer reviewed papers per year, 370 members, 9 Managed Innovation Networks and over 1000 students per year accessing education courses. The Institute aims to improve the experiences of service users and carers and enhance national and international impact by outstanding research, making evidence accessible, contributing to policy and practice, whilst working pro-actively to mobilise knowledge through the research Centres. The IMH hosts the Clinical Research Network: East Midlands (CRN EM) and Collaboration for Leadership in Applied Health Research and Care East Midlands (CLAHRC EM). We also work closely with East Midlands Academic Health Science Network (EMAHSN), Trent Dementia and the East Midlands Leadership Academy (EMLA). The IMH also works closely with the Centre for Mental Health, The Retreat in York and many more organisations from industry, public and third sectors. Visit www.institutemh.org.uk to find out more. The institute has excellent facilities for research students.



The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

The School of Medicine holds a Silver Athena SWAN in recognition of our achievements in promoting and advancing the representation of women in science, technology, engineering, medicine and mathematics (STEMM). Please see

<http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx>

Appendix 1

The University of Nottingham

The University of Nottingham is a global-leading, research-intensive university with campuses in the UK, Malaysia and China. Our reputation for world-class research has yielded major scientific breakthroughs such as Nobel-winning MRI techniques, drug discovery, food technologies and engineering solutions for future economic, social and cultural progress.

Already ranked among the UK's elite universities and global polls for research excellence, our reputation for world-class research has been further enhanced with the 2014 results of the Research Excellence Framework (REF).

In addition to scoring highly in quality rankings covering major disciplines in science, engineering, the social sciences, medicine, business and the arts, it is Nottingham's research power rankings which demonstrate the impressive volume of excellent research which is carried out. We are now ranked 8th in the UK on a measure of 'research power' which takes into account both the quality of research and the number of research-active staff who made REF returns, confirming Nottingham's place in the top tier of the world's elite higher education institutions.

The main University campus is set beside a lake, in an extensive belt of woodland, parks and playing fields. The 330 acre University Park Campus is the focus of life for more than 32,000 students and houses the majority of the University's academic schools and many of the central Services. The Jubilee campus is situated 2 miles away from the University Park, and provides extra capacity. The University Medical School is situated next to the University Park. Together with the University Hospital, it forms the Queen's Medical Centre (QMC).

University of Nottingham Medical School

Nottingham has a strong reputation for both clinical medicine and teaching. As one of the most popular medical schools in the country, it is able to select excellent students and produce and attract good junior doctors.

The School of Medicine was formed following Faculty reconfiguration on August 1st 2013. The new School of Medicine comprises the Divisions of Cancer and Stem Cell Sciences, Child Health, Obstetrics and Gynaecology; Clinical Neuroscience; Epidemiology and Public Health; Primary Care; Psychiatry and Applied Psychology; Rehabilitation and Ageing; Medical Sciences and Graduate Entry Medicine; Respiratory Medicine; Rheumatology, Orthopaedics and Dermatology and the Nottingham Digestive Diseases Centre. The School also hosts the Medical Education Centre, the Centre for Interprofessional Education and Learning, the Clinical Research Facility, the Clinical Skills Centre, NIHR design Service East Midlands, Nottingham Clinical Trials Unit, PRIMIS and Medical Imaging Unit.

The new School of Medicine brings together in one School staff undertaking research for the benefit of the health of patients. It includes all primary care and hospital-based medical and surgical disciplines, principally in the Queen's Medical Centre and City Hospital Nottingham Campuses, Royal Derby Hospitals NHS Foundation Trust and also at the University's main campus and at the King's Meadow and Jubilee Campuses. Most of our School's Senior Researchers and Teachers are also clinicians who dedicate 50% of their time to patient care within the Nottingham University Hospitals NHS Trust & Royal Derby Hospitals NHS Trust. This close juxtaposition brings cutting-edge clinical care to our patients and clinical relevance to our research and teaching. We are closely integrated with our full time NHS clinical colleagues, many of whom are themselves leaders in research and teaching and who work closely with the University and this increases the mutual benefit from integration between the University and NHS.

Mission:

Our mission is to improve human health and quality of life locally, nationally and internationally through outstanding education, research and patient care.

Priorities:

1. **Teaching and learning**, particularly training tomorrow's doctors and teaching specialised postgraduates

2. **Research and research training:** We will perform and support the highest quality “big” research which impacts on human health and disease
3. **Partnership with the NHS** and other healthcare providers
4. **Visibility and profile of the School of Medicine:** We will do what we do better, and we will tell others about it

Ethos and principles:

1. **Having people and patients at the heart of all we do:** our teaching and learning, our research and our patient care
2. **Contribution within the School of Medicine and to society** beyond our immediate roles; helpfulness and service
3. **Openness and fairness**, with particular emphasis on communication (both internal and external) and on equality and diversity among students and staff
4. **Personal and group responsibility** for all aspects of our work, within a culture of opportunity and reward

Our research spans 11 major themes, ranging from cancer to vascular medicine. We work closely with industry and the NHS. Our world-leading research ranges from basic and translational science through to clinical trials, epidemiology, and health services research. Our clear theme is improving human health, underpinning a vibrant postgraduate research training programme leading to PhD or DM. Many of our academics are clinicians, using their expertise to provide cutting edge specialised treatment to NHS patients; reflecting our ethos that patients are at the heart of all we do.

In the 2014 Research Excellence Framework the four Units of Assessment included in the School of Medicine were among the six most improved in the whole University since RAE 2008: Over 80% of our research in 2014 was graded as world-leading or internationally excellent. Our research spans 11 major themes and ranges from basic and translational science through to clinical trials, epidemiology, and health services research. We work closely with industry and the NHS. Our research is underpinned by a strong postgraduate research training programme leading to PhD or DM. Our major research themes are in Cancer and Stem Cells; Child Health, Obstetrics & Gynaecology; Clinical Neurosciences; Dermatology; Digestive Diseases; Epidemiology and Public Health; Mental Health; Musculoskeletal physiology and disease; Primary Care; Rehabilitation and Ageing; Respiratory Medicine; and Renal Medicine.

The School of Medicine trains tomorrow’s doctors on a vibrant undergraduate medical course with a unique intercalated BMedSci, as well in a specialised graduate-entry programme built around clinical problem solving. We teach medicine and related disciplines at both undergraduate and postgraduate level. We have a dedicated clinical academic training programme and are committed to training PhD and doctoral research students and to supporting postdoctoral clinicians and scientists in their research.

Professor Tony Avery is Dean of the School of Medicine.

For further information, please see our website <http://www.nottingham.ac.uk/medicine>

Nottingham

Central within the East Midlands, Nottingham is a vibrant and prosperous city with something to offer everyone. It is one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and DH Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is only eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings. Housing is relatively inexpensive and, in addition to the two Universities, there are excellent schools and colleges available.

To find out more about Nottingham, use the following links:

Nottingham County Council – Tourism <http://www.experiencenottinghamshire.com/>

University of Nottingham <http://www.nottingham.ac.uk>

Zoopla (Guide to local properties) <http://www.zoopla.co.uk/>

My Nottingham (information on schools, term dates, school transport etc.)

<http://www.nottinghamcity.gov.uk/index.aspx?articleid=8524>