

UNIVERSITY OF NOTTINGHAM

RECRUITMENT ROLE PROFILE FORM

Job Title:	Unit Administrator
School/Department:	School of Medicine - Nottingham Clinical Trials Unit (NCTU)
Job Family and Level:	Administrative, Professional and Managerial 2
Contract Status:	This post will be offered on a permanent contract.
Hours of Work:	Preferably this will be a full time position (36.25 hours); however applications are welcome from candidates wishing to work part-time to a minimum of 0.8 fte, 29 hours per week. Please indicate on your application the hours you wish to work.
Location:	Nottingham Clinical Trials Unit
Reporting to:	Unit Coordinator

The purpose of the role:

This post is to support the day to day running of the Nottingham Clinical Trials Unit (NCTU) - a busy and expanding trials unit. The post holder will be expected to provide efficient and responsive administrative support to the Unit. Also, s/he will work closely with the Unit Coordinator and the unit's other administrators to ensure smooth running of administrative systems and procedures within the Unit.

Nottingham Clinical Trials Unit (NCTU) is a UK Clinical Research Collaboration registered Clinical Trials Unit (<http://www.ukcrc-ctu.org.uk>) based in the School of Medicine at the University of Nottingham. The unit's mission is to conduct high quality, high impact multicentre trials to improve health and well-being. The unit has close links with local NHS Trusts (Nottingham University Hospital NHS Trust, Nottinghamshire Healthcare NHS Foundation Trust, and Derby Teaching Hospitals NHS Foundation Trust), the Institute of Mental Health and the School of Health Sciences.

NCTU has a broad portfolio of trials including studies evaluating medical devices, medicines and complex interventions. Particular strengths and clinical areas with potential for further development are trials of skin conditions and wound healing, perinatal trials, gastroenterology, respiratory, stroke, mental health, hand surgery and genitourinary medicine. The unit currently has around 60 staff, and with the recent investment of strategic development funding from the University this is anticipated to expand to 100 staff over the next 3-5 years.

For further information see: <http://www.nottingham.ac.uk/nctu/index.aspx>

	Main Responsibilities	% time per year
1	<p>Operational Administration:</p> <ul style="list-style-type: none"> • To provide proactive administrative support to ensure efficient day-to-day unit administration, escalating issues as appropriate • Provide input into implementation and on-going review and practical evaluation of unit administrative systems and processes. • Receive and respond to internal and external queries, providing advice, resolving both simple and complex queries and ensuring an efficient professional service is provided. • Support the Unit Coordinator to ensure effective and timely communication with all staff, including maintaining up to date website and intranet pages, staff briefings etc. • Maintain efficient and comprehensive unit electronic and paper filing systems • Organise meetings, seminars, away days and training events, including booking venues, catering and providing administrative support • Support regular updating and collating of the unit annual report, and other reports as required • Support other members of the Unit Administration team where appropriate including; providing confidential secretarial support to the Director and Senior Academic staff, as required, including diary management, audio typing, photocopying and filing • Ensure efficient and timely ordering and management of stationary supplies, office equipment and unit assets • Assist in trial specific tasks as appropriate 	55%
2.	<p>Financial Administration:</p> <ul style="list-style-type: none"> • Collating end-of-month reports and perform monitoring of the financial systems within the Unit and ongoing financial management including; journal transfers, raising Purchase Orders, tracking invoices and payments, organising payment of expenses. • Support the Unit Coordinator and Assistant Unit Manager with training administrative and project staff to manage their financial and procurement responsibilities efficiently and provide staff with effective on-going support and guidance. 	25%
3.	<p>HR and Staffing Administration</p> <ul style="list-style-type: none"> • Day-to-day administration of HR procedures within the Unit to ensure high quality delivery of staffing operations. • Provide support to the Assistant Unit Manager and Unit Coordinator in relation to staffing , recruitment, Personal Development and Performance Review (PDPR) and HR guidelines, signposting to the relevant Unit, School of Medicine and University policies, escalating as necessary • Assist and organise new staff inductions and contribute to the training of other members of the team • Update and monitor recording staff absence and annual leave, to ensure they are in accordance with relevant NCTU guidance and University policy using the appropriate unit systems as appropriate. • Update and maintain a central staff log, ensuring regular review ensuring effective and timely reporting to the Assistant Unit Manager. • Support the Assistant Unit Manager to ensure the Unit is compliant with all applicable health and safety and statutory training needs. 	15%

4	Any other duties as required by the NCTU in discussion with the post holder	5%
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Person Specification

	Essential	Desirable
Qualifications/Education	<p>A good standard of general education (GCSE English Language and Mathematics at grade C or above + three other GCSEs or equivalent)</p> <p>plus</p> <p>Significant experience in an administrative role</p>	
Skills/Training	<p>Expert in Microsoft Word, Outlook and Excel.</p> <p>Proficient in other software packages (e.g. PowerPoint, Publisher, Access)</p> <p>Good written and verbal communication skills</p> <p>Good interpersonal skills with a strong customer focus</p> <p>Strong problem solving skills</p> <p>Strong planning and organisational skills</p>	<p>Audio-typing skills</p> <p>Shorthand (80-100 wpm)</p> <p>Experience of designing and maintaining Access databases</p> <p>Knowledge of Agresso</p>
Experience	<p>Substantial experience of working in a similar role, in particular working in a busy, varied administrative office.</p> <p>Experience of dealing with multiple projects</p>	<p>Previous experience of this type of role in a health research environment</p> <p>Familiarity with the University's procedures</p> <p>Experience of the corporate sector</p> <p>Data entry systems</p> <p>Experience of confidential minute taking</p>
Other	<p>Ability to work alone and use initiative, or as part of a team</p> <p>Ability to work to deadlines</p> <p>Adaptable and flexible attitude</p> <p>Good attention to detail</p> <p>Willingness to adopt the Ethos and Principles of the School of Medicine to improve the student experience.</p>	

Decision Making

i) taken independently by the role holder;

Responding to general enquiries
Prioritisation of work
Order and maintain stationary and equipment supplies
Organise meeting and courses, booking venues, catering and travel/accommodation
Approving orders below £1000

ii) taken in collaboration with others;

Responding to requests for specialist help
Working to specified CTU guidelines
Prepare annual and other types of reports
Approving orders above £1000

iii) referred to the appropriate line manager (please name) by the role holder.

Detailed or complex enquiries
Budgeting issues



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

Described by the Times Good University Guide 2017 as "the nearest Britain has to a truly global university" The University of Nottingham has award-winning campuses in the UK, China and Malaysia and hosts a global academic community in all three countries. The University has an institution-wide commitment to embedding an international dimension across all of our activities enabling us to produce graduates who are empowered to excel in a challenging global environment and deliver genuinely world-changing research.

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 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 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 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.

The partnership between University of Nottingham and Nottingham University Hospitals NHS Trust was recently awarded by NIHR, a transformational £23.6 million to to expand their pioneering work into new treatments and diagnostics for a wide range of health problems, establishing a new Biomedical Research Centre (BRC), which will incorporate two existing smaller Biomedical Research Units in the city. The Nottingham BRC will be the leading UK hub in five key areas of health research:

- Deafness and hearing loss
- Gastrointestinal and liver disease
- Respiratory medicine
- Musculoskeletal disease
- Mental health technology

At the core of the Biomedical Research Centre will be Nottingham's world-leading expertise in magnetic resonance imaging (MRI). It means the latest medical imaging research and technology pioneered here can be translated into real benefits for patients in all five of the BRC's research areas.

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>