**Role Profile**

**Job Title:** Assistant Unit Manager  
**School/Department:** School of Medicine / Nottingham Clinical Trials Unit  
**Job Family and Level:** Administrative, Professional and Managerial Level 4  
**Contract Status:** This post will be offered on a permanent contract  
**Hours of Work:** Full-time position (36.25 hours) though applications are welcome from candidates wishing to work part-time (minimum of 0.7 fte, 25.38 hours). Please indicate on your application the hours you wish to work.  
**Location:** Nottingham Clinical Trials Unit, Queen’s Medical Centre  
**Reporting to:** Unit Manager

**The Purpose of the Role:** To work closely with the Unit Manager to ensure high quality efficient administration and day to day management of the Nottingham Clinical Trials Unit. The post holder will lead and manage the Unit Administration team, and have responsibility for ensuring excellent administrative, financial, and HR systems and processes are in place to support the unit’s programme of work, deputising for the Unit Manager where appropriate.

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, CTIMPs 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: [www.nottingham.ac.uk/ctu](http://www.nottingham.ac.uk/ctu)
<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operational Management</strong></td>
<td>40</td>
</tr>
<tr>
<td>• Lead for monitoring and maintaining systems and processes to ensure efficient administration and management of the unit. Working with the Unit Manager to review, report on and suggest improvements to policies, systems and processes on an on-going basis, for example unit-wide administration, pre- and post-award grant support etc.</td>
<td></td>
</tr>
<tr>
<td>• Managing and coordinating resources and workload, providing instruction to staff, to ensure efficient, timely and high quality administrative support across all unit activities is available, for example PA support for Directors and other senior academics, support for research and teaching activity, support for the unit steering group and Advisory and other key committees, support for visitors and preparation, publication and dissemination of the unit annual report.</td>
<td></td>
</tr>
<tr>
<td>• Lead on the regular monitoring and review of administrative needs across the unit and developing recommendations to senior staff.</td>
<td></td>
</tr>
<tr>
<td>• Management of the unit website to ensure it is high quality and up to date, coordinate effective on-going maintenance and review and to advise on its strategic development</td>
<td></td>
</tr>
<tr>
<td>• To develop communication strategies to ensure effective and timely communication with staff, including ensuring up to date workspace pages and effective staff briefings.</td>
<td></td>
</tr>
<tr>
<td>• To be responsible for management of the unit environment so as to provide an effective, efficient, attractive and safe work place for the benefit of staff, students and visitors.</td>
<td></td>
</tr>
<tr>
<td>• Establish strong links with the School, Faculty and wider University to support unit needs in relation to space, facilities, health and safety, finances and contracting representing and promoting the unit on relevant committees.</td>
<td></td>
</tr>
<tr>
<td>• Coordinate relevant information and provide timely reporting to the Unit Manager overseeing the collection, preparation and delivery of information and documentation for internal and external reporting and responding to requests for information, taking specific responsibility for certain reporting.</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Planning and oversight</strong></td>
<td>25</td>
</tr>
<tr>
<td>• To work with the Unit Manager, with specific delegated responsibilities, with financial planning, financial forecasting and financial management, providing robust specialist advice to all staff to support day-to-day operational decision making.</td>
<td></td>
</tr>
<tr>
<td>• Design and deliver training for administrative and project staff to manage their financial responsibilities efficiently and providing effective on-going support and guidance in relation to local rules.</td>
<td></td>
</tr>
<tr>
<td>• To work with the Unit Manager and deputise when necessary in ensuring effective oversight of the unit-wide and project specific budgets, including responsibility for maintaining high quality systems and reporting to manage financial requirements effectively with timely and efficient recharging of costs.</td>
<td></td>
</tr>
<tr>
<td>• To work with the Unit Manager and deputise when necessary in establishing robust costings and sustainable budgets for new grant applications and monitoring budgets for active grants, identifying potential opportunities and threats, and ensuring effective allocation of non-pay budgets to ensure we meet the needs of the projects and the unit.</td>
<td></td>
</tr>
<tr>
<td><strong>Human Resource Management</strong></td>
<td>20</td>
</tr>
<tr>
<td>• Responsible for management, planning workload requirements and on-going resource allocation of the Unit Administration team, ensuring high quality and efficient administrative support across the unit</td>
<td></td>
</tr>
</tbody>
</table>
To provide guidance and direction to all staff in relation to staffing, recruitment, Personal Development and Performance Review (PDPR), performance management and HR guidelines, signposting to relevant School and University policies and ensuring appropriate and timely training is provided. Implementing change as required.

Manage the staff recruitment process, including ensuring that those involved in staff recruitment have appropriate training, reviewing of job descriptions and job adverts and the development of case of needs for new or replacement posts.

Manage and oversee the induction process of new staff; including regular review, monitoring and updating as necessary

Regular review of staff contracts, providing reports to the Unit Manager to enable timely and efficient decision making

Responsibility for implementing health and safety within the unit, ensuring fit-for-purpose policies and procedures are in place and in line with School and University requirements. Provide support and training to staff, as necessary

Strategy policy and planning

To work with the Unit Manager in planning, implementing and monitoring of the Unit’s academic and financial strategy (in conjunction with the Director and other senior staff), by ensuring appropriate underpinning information systems and developing delegated areas of reporting and implementing of initiatives.

To research information and contribute to drafting business cases for new developments and initiatives as required, providing supporting documentation and reports as appropriate

Take responsibility for the delivery and implementation of specified unit-wide and School projects.

Any other duties appropriate to the grade and role

Knowledge, Skills, Qualifications & Experience

<table>
<thead>
<tr>
<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>Degree qualified in relevant subject/relevant formal training, plus some hands on experience in a similar or related role(s).</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>Proven track record of extensive relevant work experience, demonstrating practical and theoretical knowledge of a specific/specialised field of work.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills/ Training</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ability to motivate, negotiate and influence both individuals and teams.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proven change management and project management skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initiative, resourcefulness, problem solving skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strong financial awareness within a HE environment and within clinical research</td>
<td></td>
</tr>
</tbody>
</table>
- Tact, diplomacy and confidentiality.
- Excellent planning and organising skills.
- Excellent written, oral and presentation communication skills.
- Ability to communicate effectively with staff at all levels and to work effectively and collaboratively with academic and administrative colleagues.
- Ability to handle sensitive and confidential issues and manage conflict effectively.
- Excellent IT skills in a wide range of software packages.

**Experience**

- Experience of line management / supervision of staff.
- Experience of research grant application pre- and post-award support.
- Experience of preparing complex reports and documentation.
- Experience of working within a multi-disciplinary team, understanding the strengths and weaknesses of others to assist teamwork development.

**Other**

- Willingness to adopt the Ethos and Principles of the School of Medicine to improve the student experience.

---

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](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 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](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:**

- University of Nottingham  [http://www.nottingham.ac.uk](http://www.nottingham.ac.uk)
- Zoopla (Guide to local properties)  [http://www.zoopla.co.uk/](http://www.zoopla.co.uk/)

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