ROLE PROFILE

Job Title: Administrative Assistant
School/Department: Centre for Biomolecular Sciences (CBS)
Job Family and Level: Administrative, Professional and Managerial, Level 2
Contract Status: This post will be offered on a fixed term contract for a period of 4 years
Hours of Work: Full time (36.25 hours per week). Job share arrangements may be considered for this post.
Location: Centre for Biomolecular Sciences (CBS), University Park,
Reporting to: CBS Director

Purpose of the New Role:

Nottingham’s £40M flagship of multi-faceted science, the Centre for Biomolecular Sciences (CBS), is undergoing a £23M expansion to create an interconnected suite of buildings to pioneer new scientific discovery. This provides unrivalled opportunities to establish the University of Nottingham as a premier location for interdisciplinary discovery and translational science. Our vision for CBS is that through chemical and biological discovery and engineering, we will diagnose, treat and cure disease, and provide security for quality of life.

In practice, this means we will fight cancer, illness (e.g. cardiovascular, respiratory, liver, bone, brain etc) and antibiotic resistance, whilst also finding new ways to engineer bacteria to replace fossil fuels.

Professor Chris Denning was recently appointed as Director of CBS, with more information via the link below. There is now an exciting opportunity for an Administrative Assistant to join the team to support the CBS Director and CBS Operations Manager.


The post holder will be required to work independently, flexibly and with clinical/academic, technical and administrative staff on all aspects of the CBS business, dealing with queries on a daily basis, and taking responsibility for general CBS matters in a pro-active manner.

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<th>Main Responsibilities</th>
<th>% time per year</th>
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<td>1. To provide secretarial and administrative support for CBS Director and CBS Operations Manager. Includes managing diaries, word processing and data collection, sharing and entry, and production of letters and memos. Organising internal and external meetings for staff, including senior academic management meetings, away days, conferences, and engagement with the funders, public and media. Taking and compiling minutes with a fast turnaround (e.g. within 48 hours). Perform confidential typing, analysis and manipulation and filing of confidential data, exercising due care and attention to the transfer and/or storage of such information. Develop and maintain relevant databases, spreadsheets (e.g. Excel) and filing systems to ensure accurate, up to date, information is accessible to those that require it,</td>
<td>50%</td>
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including staff email lists. To provide some limited administrative assistance relating to post-graduate taught and research courses.

2. Work pro-actively with the CBS Operations Management Team to support CBS activity. This may range from liaising with Health & Safety staff, through to introducing visitors, covering reception, assisting with IT, setting up videoconferences and working with Estates regarding building maintenance, repairs, cleaning, defects and furniture moves. Overall, this can be summarised as a proactive approach to problem solving, with a common sense ‘can-do’ attitude.

3. The post will be expected to work closely with a team of admin staff whose roles vary. For example, raising requisitions on Agresso, liaising with finance. Liaising with Technical/Researchers to identify costs and preparing data for Journal Transfer.

4. Booking conferences/training for staff, including accommodation and travel. Processing expenses and reconciliation of personal monthly purchase card transactions and lodge card transactions through Concur.

5. Any other duties appropriate to the role and level.

### Knowledge, Skills, Qualifications & Experience

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<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td>EITHER Vocational qualifications (NVQ 2-3, City &amp; Guild) or equivalent, plus some experience in a relevant role. OR Considerable work experience in a relevant role/relevant life experience reinforced by work experience.</td>
<td>Experience of working in Higher Education. NVQ2 (or equivalent). RSA Word Processing Stage II (or equivalent).</td>
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| Skills/Training | Proficient in Microsoft Office, Word, Excel, e-mail and web. Working knowledge of relevant administrative systems, equipment and procedures. Excellent written and verbal communication skills and interpersonal skills, including with challenging individuals and situations. Familiarity with the work of the school/department/work unit and of the University. Proven ability to prioritise and meet deadlines. | Knowledge of Concur, Agresso, Vacancy Manager, databases and Journal transfers. |

| Experience | Considerable relevant experience, preferably in an HE environment demonstrating development through progressively more demanding roles. |

| Other | Strong interpersonal and communication skills. Must have an ability to organize own workload. Ability to use own initiative. |
- Possess a commitment to delivering a high quality professional service to students and staff
- Flexible attitude to working hours at busy periods
- Able to work as part of a team
- Willingness to adopt the Ethos and Principles of the University to improve the staff and student experience and wellbeing.

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.