ROLE PROFILE

Job Title: Administrative Assistant (fixed term)

School/Department: School of Medicine, Collaboration and Leadership for Applied Health Research and Care, East Midlands (CLAHRC EM)

Job Family and Level: Administrative, Professional and Managerial Level 2

Contract Status: This post will be offered on a fixed term contract to 30 September 2019

Hours of Work: Full Time – 36.25 hours per week. Job share applications may be considered

Location: CLAHRC EM, Floor C, Institute of Mental Health

Reporting to: Theme Manager, CLAHRC East Midlands

The Purpose of the New Role:

The role holder will provide administrative support to the Nottingham-based themes and, where appropriate, researchers. The post will involve a range of duties including finance administration, arranging meetings, minute taking, administration of office procedures and systems as required.

The role holder will provide administrative support for the Partners’ Board and Governance Board meetings.

The role holder will provide administrative support (diary management) for the Director of Partner Relations and Operations. This may include liaising with the East Midlands Academic Health Science Network (EMAHSN) administrators who are also situated on Floor C at the Institute of Mental Health.

Main Responsibilities

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<th>% time per year</th>
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<tr>
<td>1. General administrative duties to support Nottingham-based CLAHRC themes (Caring for Older People and Stroke Survivors and Enhancing Mental Health). Duties and responsibilities include responding to enquiries (telephone and email) across two themes, making judgements to deal with these directly or referring on to the appropriate person. Working closely with Theme Managers to monitor study progress as directed. Setting up monitoring systems for reporting and keeping accurate records of documentation relating to studies. Support extends to supporting the operational management of the Nottingham site, working with the Business Manager as and when required to distribute emails to individuals and groups and also to arrange ad-hoc meetings as required. Using own initiative to manage and prioritise tasks, knowing when to seek support across the wider CLAHRC EM. Working with researchers across studies within the two themes to provide administrative support for report production and other administrative activities as required. Liaising with CLAHRC partners and collaborators and other CLAHRC staff who are involved in Theme activities.</td>
<td>30%</td>
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<td>2. Diary management for the Director of Partner Relations and Operations, co-ordinating meetings and appointments with East Midlands Academic Health Science Network (EMAHSN) administrators.</td>
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<td>3. Organising/scheduling meetings and events for the themes including event administration by sourcing and booking appropriate venues and catering in compliance with UoN</td>
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processes: preparing and sending out invitations, requesting and collating all paperwork and presentations preparing schedules, delegate lists. Attending major events, assisting in the preparation of stands and the welcome and registration of delegates.

| 4. | Providing administrative support to the CLAHRC Partner's Board and Governance Board which will involve arranging venues and catering, inviting attendees, room preparation, preparing agendas, attending the meetings and taking, producing and distributing minutes of meetings. | 10% |

| 5. | Using existing finance systems (Agresso and ProcureNotts) to raise purchase orders and other associated financial transactions to support CLAHRC EM activities
- Assisting with procurement (using Agresso and ProcureNotts systems) in line with the Universities procurement policies (raising purchase orders, goods receiving and liaising with the University's Finance department) and the Nottinghamshire Healthcare Foundation Trust in line with NHS policies.
- Processing expense claim forms through the appropriate channels ensuring School and University policies are adhered to.
- Producing Year End reports and ad hoc financial reports as required by the CLAHRC Finance Manager.
- Agresso housekeeping to ensure all orders are raised, invoiced and terminated correctly. | 10% |

| 6. | Assisting team members in preparing papers and reports for meetings and publication as required by study teams. | 10% |

| 7. | Provide administrative support for any other CLAHRC-based activities as and when required. | 10% |

| 8. | Any other duties appropriate to the grade and role. | |

### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications/ Education</strong></td>
<td>Five GCSEs (or equivalent) at grade C or above, including English and Maths.</td>
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- **Skills/Training**
  - Ability to prioritise and plan own workload and that of others.
  - Proven secretarial/administrative skills.
  - Excellent IT skills and detailed knowledge and experience of using MS Office packages including Word and Excel.
  - Use of Internet and email.
  - PRINCE2 qualified.
  - Knowledge and use of Access, Endnote or other databases.
  - Knowledge of University and NHS processes and procedures.
  - Knowledge of UoN and NHS finance systems.

- **Experience**
  - Significant experience in a relevant secretarial/ administrative role.
  - Working within an academic or NHS environment involved in research.

- **Personal Attributes**
  - Attention to detail and accuracy.
  - Excellent written and verbal communication skills.
  - Excellent organisational and interpersonal skills.
  - Adaptability and versatility.
  - Working independently and as part of a team to meet set objectives.
  - Demonstrable ability to manage own time, plan effectively and prioritise conflicting demands to meet deadlines.

- **Other**
  - Willingness to adopt the Ethos and Principles of the School of Medicine.
Additional Information

To provide administrative support to two Theme Managers and possible support for studies that fall within the two themes. During the 9 month fixed term contract period and the nature of the planned research studies which are up to 9 months in duration. Given the nature of the studies it is expected that minimum support will be required across approximately 6 studies. There will be occasions where support will be required for the wider CLAHRC team, including those based at the Leicester Diabetes Centre.

To work closely with Theme Managers to ensure smooth running of administration to support activities which align with the CLAHRC EM extension period.

To ensure that purchase order system is maintained and monitored

The role holder may be required to travel between the Nottingham and Leicester sites.

To work with the Director of Operations and Partner Relations to ensure diary commitments are planned and recorded within the diary system.

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)