ROLE PROFILE

Job Title: Musculoskeletal Research Administrative Assistant

School/Department: School of Medicine – Division of Rheumatology, Orthopaedics and Dermatology, Academic Rheumatology.

Job Family and Level: Administrative, Professional & Managerial Level 1.

Contract Status: This post will be offered on a fixed-term contract until for 12 months

Hours of Work: Full-time (36.25 hours per week) however applications are also welcome from candidates wishing to work part-time (minimum 14 hours per week). Please specify in your application if you wish to work part time and the number of preferred hours.

Location: Academic Rheumatology, Clinical Sciences Building, Nottingham, City Hospital Campus

Reporting to: Musculoskeletal Project Manager

Purpose of the New Role:
The post is part of the Pain Centre Versus Arthritis (Director; Prof David Walsh, http://www.nottingham.ac.uk/paincentre) and the NIHR Nottingham Biomedical Research Centre (https://nottinghambrc.nihr.ac.uk/) recruitment-data team. The Centres bring together unique multidisciplinary teams to investigate and develop novel interventions to help people with musculoskeletal problems. The post-holder will provide general administrative assistance associated with Pain Centre and BRC MSK studies, database inputting and validation, producing resources, and assisting the team with general administrative duties across all strands of work.

Main Responsibilities

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<th>% time per year</th>
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<tr>
<td>70%</td>
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<td>20%</td>
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<td>10%</td>
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1. Collecting and validating data. This will include:
   - Simple data entry to computer systems
   - Providing relevant data to members of the team as requested/required
   - Checking data queries
   - Keeping records updated and chasing outstanding data such as consent forms.
   - Liaising with other departments, researchers to gather relevant information
   - Maintenance of filing systems in accordance with the record management and retention policies

2. Providing administrative support for the delivery of a range of events and activities (including participant appointments). This will include:
   - Liaising with volunteers
   - Liaising with other university departments regarding specific events and activities and responding to general enquiries
   - Booking rooms
   - Providing general administrative support to staff delivering on events/appointments
   - Ordering catering as required

3. Providing general administrative support. This will include:
   - Dealing with telephone enquiries from academics, researchers, students and others as required
   - Producing resources in support of events/activities as required
Creating and managing work requests with the estates department
Purchasing goods and services through relevant University Of Nottingham systems
Any other duties appropriate to the level of the role

Knowledge, Skills, Qualifications & Experience

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<tr>
<th>Knowledge, Skills, Qualifications &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications/ Education</td>
<td>• Good standard of education evidences by GCSEs, including English and Maths or equivalent, plus previous work experience or • Significant previous work experience in a similar role.</td>
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<td>Experience</td>
<td>• Proven ability to work independently and as part of a team.</td>
<td>• Experience of working in an office environment. • Experience of handling confidential information. • Use of email (including for diary management), and ability to access information from the Internet.</td>
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<td>Skills/Training</td>
<td>• Excellent communication and organisational skills. • Experience of using MS Office is required. • Must be able to use own initiative and organise own workload. • Ability to work independently and as part of a team.</td>
<td>• Previous customer service experience/ experience in a reception environment. • Willingness to learn new skills.</td>
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<td>Personal attributes</td>
<td>• Flexible approach to work. • Excellent team player.</td>
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<td>Other</td>
<td>• Willingness to adopt the Ethos and Principles of the School of Medicine. • Ability to work under pressure and to tight deadlines.</td>
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Additional Information
This role is essential to the smooth running of the recruitment–data team.

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 these principles. Please see http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx