## Purpose of role
The purpose of the role is to provide administrative support for national and international stroke trials. You will support the stroke trials team to set up new trials and close down completed trials. Support will include processing trial payments, maintenance of trial information in the databases and trial files. The post also entails arranging a face to face meetings, teleconferences, investigator meetings, conference attendance, and national/international travel booking.

<table>
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<tr>
<th>% time per year</th>
<th>Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)</th>
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| 30%             | **Trial administration**  
▪ Coordinate site payments with trial coordinator and payment services  
▪ Maintain stroke trials payment log  
▪ Create and maintain participant files for patients recruited into stroke trials  
▪ Liaise with sites to gain missing documentation  
▪ Add participant information to stroke trials databases |
| 25%             | **Arrange conference attendance**  
▪ Register team members to attend conferences  
▪ Book national and international travel and accommodation  
▪ Book conference stand, furniture and electrics in collaboration with trial manager  
▪ Submit conference abstracts  
▪ Arrange poster printing |
| 15%             | **General administration**  
▪ Printing, filing trial documentation  
▪ Provide cross team cover for administrative team absence  
▪ Take, write up and distribute meeting minutes, ensuring actions form minutes have been completed |
| 10%             | **Plan Data Monitoring Committee and Trial Steering Committee meetings**  
▪ Co-ordinate meeting dates and times  
▪ Arrange travel and accommodation as required  
▪ Book meeting rooms via University of Nottingham online room booking service  
▪ Arrange refreshments via University of Nottingham/Nottingham University Hospitals Trust catering service  
▪ Arrange teleconference facilities  
▪ Create and send agenda in collaboration with the Chief Investigator |
| 5 | **Arrange investigator meeting/teleconferences**  
|   | ▪ Arrange venue in collaboration with trial manager  
|   | ▪ Arrange travel, catering and accommodation for stroke trials team and site staff  
|   | ▪ Manage investigator expense payments | 10% |

| 6 | Any other duties appropriate to the grade and level of the role | 10% |

**Person specification**

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<tr>
<th><strong>Skills</strong></th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ Excellent IT knowledge including application of Microsoft Word, Outlook and Office 365  
| ▪ Proficient in the use of Macs  
| ▪ Ability to plan own workload in response to differing needs to the department and deadlines  
| ▪ Ability to develop working relationships within the team/school/University and external contacts  
| ▪ Good oral and written communication skills | ▪ Understanding/knowledge of stroke  
| ▪ Understanding/knowledge of Good Clinical Practice (GCP)  
| ▪ Experience of using University systems including Agresso |

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<tr>
<th><strong>Knowledge and experience</strong></th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ Previous research experience  
| ▪ Experience of working with databases  
| ▪ Broad administrative and secretarial experience including minute taking and arranging meetings  
| ▪ Ability to work independently to resolve complex internal and external queries and to provide and maintain a high level of customer service whilst working to deadlines  
| ▪ Accuracy, reliability and willing to learn new skills and procedures as required by changing University procedures and legislation  
| ▪ Experience of handling confidential and sensitive information  
| ▪ Previous experience of travel planning for others | ▪ Previous experience of supporting research in a University or NHS environment |

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<tr>
<th><strong>Qualifications, certification and training (relevant to role)</strong></th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ Five GCSE’s or equivalent, including Maths and English  
| ▪ Vocational qualification (NVQ2 Administration with Secretarial) | ▪ Advanced typing/secretarial skills i.e. audio/shorthand |
Skills) or equivalent and experience of working in an office/administrative environment

| Statutory/legal       | Willingness to adopt the Ethos and Principles of the School of Medicine |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see [http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx](http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx)

**Expectations and behaviours**

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people**
Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

**Taking ownership**
Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

**Forward thinking**
Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

**Professional pride**
Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

**Always inclusive**
Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.
Key relationships with others

Line manager

Role holder

Research Administrator

Key stakeholder relationships

Site Investigators

Colleagues

University departments ie. finance