Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Executive Assistant and Research Coordinator</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 3</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>School of Medicine/Academic Unit Translational Medical Sciences</td>
<td>Location</td>
<td>Queen’s Medical Centre</td>
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Purpose of role

The purpose of this role will be to assist and support the Deputy Director of the Academic Unit of Translational Medical Sciences, who is also the Gastrointestinal and Liver Disorders Theme Lead of the NIHR-funded Nottingham Biomedical Research Centre, in carrying out academic research in the Nottingham Digestive Disease Centre. You will be responsible in helping to support day to day activities of the Deputy Director, including diary management, data collating for reports, report coordination, literature searches, assisting in the facilitation of large grant proposals, facilitating clinical trials administration, ethics and governance in conjunction with the NHS and the Research Facilitator for the Deputy Director’s research studies.

Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
<th>Executive Assistant (EA) role:</th>
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<tr>
<td>70%</td>
<td>• The primary responsibility for the day-to-day management of the Deputy Director’s office</td>
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<td>• Meticulous EA support of both NHS and University diary systems as well as clinical diary commitments</td>
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<td>• Management of travel arrangements and expenses for the Deputy Director across both the NHS and University.</td>
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<td>• Work closely with the Deputy Director, understanding their needs and also the needs of the Academic Unit. Ensuring that information is provided in a timely manner.</td>
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<td>• Financial administration and oversight of the Deputy Director's University projects</td>
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<td>• Identifying priority correspondence and using judgement to make initial responses (i.e. calls, emails and correspondence), consulting and following up email and letter correspondence as appropriate for Deputy Director.</td>
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<td>• Responsible for the organisation and up-keep of accurate and secure UoN and NHS office systems, correspondence, templates, and department shared files stores.</td>
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<td>• Acting as informed gate keeper</td>
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RPF Band B
- Ensure that the Deputy Director is prepared and briefed for meetings and has relevant documents and paperwork.
- Order stationery and other goods appropriate to the role.
- Facilitating meetings, venues, catering and materials as appropriate.
- Establish contacts/relationships with colleagues throughout the University, NHS and externally.

**Research Coordinator role:**
- To support the Deputy Director in their joint research collaborative projects, supporting and co-ordinating the complex research activities across the University and the NHS, and across multi-centre research sites. This will include the organisation and facilitation of collaborator meetings and corresponding with the various sites on the status of the projects.
- To support others in the administration team, achieve objectives and deadlines of the NIHR Biomedical Research Centre including the quarterly and year reporting, visits from NIHR, DoH and other dignitaries, open days, and the wider Academic Unit, academics meetings, Head of School Visit, Showcase and other events.
- To conduct literature and database searches relating to the research field of the Deputy Director and the Academic Unit using PubMed and Web of Science. To subsequently manage report compilation, research papers and publications using Endnote.
- Facilitate the input and management of references using database software Endnote.
- To build relationships with internal (both NHS and University) and external contacts to develop knowledge and understanding and form relationships for future collaborations.

**Other:**
- Any duties as required in accordance with the nature and grade of the post.
- We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.
## Person specification

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<th>Essential</th>
<th>Desirable</th>
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| **Skills** | **Skills in NHS IT systems.**
**Knowledge of Endnote or other referencing software** |
| • Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.  
• Excellent planning and organisation skills.  
• IT skills in Microsoft and University systems. |  |
| **Knowledge and experience** | **Broad experience of working in Higher Education and the NHS.**
**Background in both a research and clinical environment** |
| ▪ Ability to work on own initiative and identify new opportunities and creative solutions.  
▪ Experience working at Executive Assistant level  
▪ Substantial experience of working in a similar role.  
▪ Experience of managing a diverse workload.  
▪ Ability to work under pressure and deal with unforeseen issue |  |
| **Qualifications, certification and training (relevant to role)** | **Degree with research element** |
| OR
**HNC or HND in a relevant subject, or equivalent qualifications/certification, plus considerable experience in a relevant role(s).**
**Broad substantial relevant experience demonstrating general knowledge of a technical, financial or professional practice and development through involvement in a series of progressively more demanding, relevant work.** |  |
| **Other** |  |
| • Willingness to adopt the vision and values 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 workforce 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
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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.
Key relationships with others

Line manager
Deputy Director, Operations Manager

Role holder
Executive Assistant and Research Coordinator

Key stakeholder relationships
- Operations Manager
- BRC Management
- Colleagues