

Job title	Unit Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	School of Medicine / Nottingham Clinical Trials Unit (NCTU)	Location	University Park Campus

Purpose of role

To work closely with the Senior Unit Manager to ensure high quality efficient administration and day to day management of the Nottingham Clinical Trials Unit. You will lead and manage the Unit Management team, and have responsibility for ensuring excellent administrative, financial, and HR systems and processes are in place to support the unit's programme of work, deputising for the Senior Unit Manager where appropriate.

Nottingham Clinical Trials Unit (NCTU) is a UK Clinical Research Collaboration registered Clinical Trials Unit (<http://www.ukcrc-ctu.org.uk>) based in the School of Medicine at the University of Nottingham. The unit's mission is to conduct high quality, high impact multicentre trials to improve health and well-being. The unit has close links with local NHS Trusts (Nottingham University Hospital NHS Trust, Nottinghamshire Healthcare NHS Foundation Trust, and Derby Teaching Hospitals NHS Foundation Trust), the Institute of Mental Health and the School of Health Sciences.

The unit currently has around 80 staff and is anticipated to expand to 100 staff over the next 3-5 years.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Operational Management</p> <ul style="list-style-type: none"> ▪ Lead for monitoring and maintaining systems and processes to ensure efficient administration and management of the unit. Working with the Senior Unit Manager to review, report on and suggest improvements to policies, systems and processes on an on-going basis, for example unit-wide administration, pre- and post-award grant support etc. ▪ Managing and coordinating resources and workload, providing instruction to staff, to ensure efficient, timely and high quality administrative support across all unit activities is available, for example PA support for Directors and other senior academics, support for research and teaching activity, support for the unit Steering Group and Advisory Group and other key committees, support for visitors and preparation, publication and dissemination of the unit annual report. ▪ To be responsible for management of the unit environment so as to provide an effective, efficient, attractive and safe workplace for the benefit of staff, students and visitors 	25%

	<ul style="list-style-type: none"> ▪ Establish strong links with the School, Faculty and wider University to support unit needs in relation to space, facilities, health and safety, finances and contracting representing and promoting the unit on relevant committees ▪ Coordinate relevant information and provide timely reporting to the Senior Unit Manager overseeing the collection, preparation and delivery of information and documentation for internal and external reporting and responding to requests for information, taking specific responsibility for certain reporting 	
2	<p>Financial Planning and Oversight</p> <ul style="list-style-type: none"> ▪ To work with the Senior Unit Manager, with specific delegated responsibilities, with financial planning, financial forecasting and financial management, providing robust specialist advice to all staff to support day-to-day operational decision making ▪ Design and deliver training for administrative and project staff to manage their financial responsibilities efficiently and providing effective on-going support and guidance in relation to local rules ▪ To work with the Senior Unit Manager and deputise when necessary in ensuring effective oversight of the unit-wide and project specific budgets, including responsibility for maintaining high quality systems and reporting to manage financial requirements effectively with timely and efficient recharging of costs ▪ Regular review of staff contracts, providing reports to the Senior Unit Manager to enable timely and efficient decision making 	25%
3	<p>Research Management</p> <ul style="list-style-type: none"> ▪ To work closely with the Senior Unit Manager, unit leaders, Principal Investigators and Co-Investigators to establish robust costings and sustainable budgets for new grant applications ▪ Provide effective support and advice for the administration and timely delivery of research grant applications ▪ Monitor budgets for active grants, identifying potential opportunities and threats ▪ Effectively allocate non-pay research budgets to ensure the needs of the projects and the unit are met ▪ Provide guidance to trial staff, where required, regarding contractual issues and contract negotiations, sign-posting to the appropriate resources when necessary 	40%
4	<p>Human Resource Management</p> <ul style="list-style-type: none"> ▪ To provide guidance and direction to all staff in relation to staffing, recruitment, Appraisal Development Conversation (ADC), performance management and HR guidelines, signposting to relevant School and University policies and ensuring appropriate and timely training is provided. Implementing change as required ▪ Manage the staff recruitment process, including ensuring that those involved in staff recruitment have appropriate training, reviewing of job descriptions and job adverts and the development of case of needs for new or replacement posts ▪ Responsibility for implementing health and safety within the unit, ensuring fit-for-purpose policies and procedures are in place and in line with School and University requirements. Provide support and training to staff, as necessary 	10%
5	<ul style="list-style-type: none"> ▪ Any other duties appropriate to the grade and role of the post holder 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability to motivate, negotiate and influence both individuals and teams ▪ Proven change management and project management skills. ▪ Initiative, resourcefulness, problem solving skills ▪ Strong financial awareness and budgetary experience ▪ Tact, diplomacy and confidentiality ▪ Excellent planning and organising skills ▪ Excellent written, oral and presentation communication skills ▪ Ability to communicate effectively with staff at all levels and to work effectively and collaboratively with academic and administrative colleagues ▪ Ability to handle sensitive and confidential issues and manage conflict effectively ▪ Excellent IT skills in a wide range of software packages 	<ul style="list-style-type: none"> ▪ Knowledge of Agresso, RIS and other University systems
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of line management / supervision of staff ▪ Experience of research grant application pre- and post-award support ▪ Experience of preparing complex reports and documentation ▪ Experience of working within a multi-disciplinary team, understanding the strengths and weaknesses of others to assist teamwork development 	<ul style="list-style-type: none"> ▪ Relevant managerial experience in an academic clinical trials unit, or equivalent research-led organisation ▪ Experience in planning and delivering training

<p>Qualifications, certification and training (relevant to role)</p>	<ul style="list-style-type: none"> ▪ Degree qualified in relevant subject/relevant formal training, plus some hands on experience in a similar or related role(s) <p>OR</p> <ul style="list-style-type: none"> ▪ Proven track record of extensive relevant work experience, demonstrating practical and theoretical knowledge of a specific/specialised field of work 	<ul style="list-style-type: none"> ▪ Lean Six Sigma
<p>Other</p>	<ul style="list-style-type: none"> ▪ Willingness to adopt the values of the School of Medicine ▪ Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards 	



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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



