



<b>Job title</b>	Administrator	<b>Job family and level</b>	Administrative, Professional and Managerial Level 2
<b>School/ Department</b>	Life Sciences	<b>Location</b>	Medical School, Queens Medical Centre

### Purpose of role

This role forms a key part of the administrative team who, together, support the research and teaching activities in the School of Life Sciences. The purpose of this role is to provide:

1. support to the wider Research and Knowledge Exchange Team;
2. administrative support to the School's 3 research divisions as part of the existing admin' team;
3. support with wider administrative tasks and other cover where necessary.

This is a vital role, which is key to supporting the School's research activities, working closely with the wider APM team and academic and research colleagues. Prior experience of working in higher education is not essential. All training will be provided alongside career development opportunities.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>School Research Support</b> The role will develop a specialism in 1 of 3 areas in the Research and Knowledge Exchange Team and receive training in all 3 areas to provide cover and support where required. We are currently recruiting for specialisms 1 and 2 to join our existing Research Student Administrator.</p> <ol style="list-style-type: none"> <li>1. Research finance – including processing and approval of timesheets; compliance with internal and external finance policies; processing non-standard payment requests; issuing invoices.</li> <li>2. Research data and communications – including gathering and processing data for internal and external reporting; supporting research communications; supporting maintenance of School research mailing lists.</li> <li>3. Research students – including supporting with administration of postgraduate research (PGR) programmes; organisation of PGR events.</li> </ol>	50%
2	<p><b>Divisional Support</b> Provide administrative support for academics and researchers including:</p> <ul style="list-style-type: none"> <li>• arranging, servicing and supporting meetings and events.</li> </ul>	40%

	<ul style="list-style-type: none"> <li>• undertaking induction for new research staff, ensuring the induction process is completed and followed-up.</li> <li>• arranging research conferences and events.</li> <li>• flight, hotel and conference bookings, using the University's booking system and adhering to relevant policies.</li> <li>• meeting, travel and catering arrangements for academic visitors.</li> <li>• processing research visitors using the School Visitor SharePoint and online forms; creating associate IT accounts for visitors and casual workers. Training will be provided.</li> <li>• coordinating information on external seminar speakers in liaison with relevant members of administrative staff.</li> <li>• gathering information for research activities and meetings.</li> <li>• maintaining email distribution lists and divisional membership lists.</li> <li>• divisional data collection.</li> <li>• assisting with staff recruitment, including room bookings and refreshments.</li> </ul> <p>assisting with divisional non-staff expense claims.</p>	
	<p><b>Manage own personal and professional development</b></p> <ul style="list-style-type: none"> <li>• Taking accountability and active participation in continuous personal and professional development.</li> <li>• Ensuring up-to-date knowledge of university policies and procedures, upcoming changes and best practice in the sector.</li> </ul>	5%
4	<p><b>Any other duties</b></p> <ul style="list-style-type: none"> <li>• Providing cover for administrative and reception duties as capacity permits.</li> <li>• Any other duties appropriate to the level of the role.</li> </ul>	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills.</li> <li>▪ Ability to build working relationships within the School/Division and wider University.</li> <li>▪ Excellent organisational skills, providing the ability to plan your own work activities in response to differing priorities and meeting deadlines.</li> <li>▪ Commitment to providing high quality service and support to stakeholders.</li> <li>▪ Ability to work as part of a team and to communicate clearly with diverse stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Web editing skills</li> <li>▪ Experience of using SharePoint and Microsoft Teams.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of using Microsoft Word, Excel and Outlook.</li> <li>▪ 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.</li> <li>▪ Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing University procedures and legislation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of providing support to academics.</li> <li>▪ Experience of working in Higher Education.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ At least 5 GCSEs graded A*-C or 4-9 including Maths and English or equivalent <b>or</b> Considerable work experience in relevant role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification in business or administration.</li> </ul>
<b>Statutory, legal or special requirements</b>		<ul style="list-style-type: none"> <li>▪ Awareness of University procedures and relevant legislation.</li> </ul>



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.

## 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:

- |                           |                                                                                                                                                                                       |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Valuing people</b>     | Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.                          |
| <b>Taking ownership</b>   | Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.                                             |
| <b>Forward thinking</b>   | 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.   |
| <b>Professional pride</b> | 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.                    |
| <b>Always inclusive</b>   | 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

